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CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CAMPUS
CONFERENCE ROOM
33 GOUGH STREET
SAN FRANCISCO
THURSDAY, October 30, 2003
4:00 P.M.

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I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9) (a))

1. Ahuruonye v. SFCCD, et al.
San Francisco Superior Court Case # CGC-03-423790

2. Seligsohn and Castillo v. Day, et al.
San Francisco Superior Court Case # CGC-03-41680

3. O'Brien v. SFCCD
San Francisco Superior Court Case # CGC-02-414998

4. Profile Structures, Inc. v. City College of San Francisco, et al.
Los Angeles Superior Court Case # VCO39770

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – three cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Instructor – Vocational Nursing)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

D CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

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NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CAMPUS
33 GOUGH STREET
SAN FRANCISCO, CA. 94103
CONFERENCE ROOM

DATE: **THURSDAY, OCTOBER 30, 2003**

TIME: ~~**5:00PM**~~ **4:00pm**

This meeting is normally devoted to Closed Session Topics.

LOCATION: GOUGH STREET CAMPUS
33 GOUGH STREET
SAN FRANCISCO, CA. 94103
AUDITORIUM

DATE: **THURSDAY, OCTOBER 30, 2003**

TIME: **6:00pm**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (http://www.ccsf.edu/vcfa).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

 a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

 b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

 c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS

AUDITORIUM

33 GOUGH STREET
San Francisco

Thursday, October 30, 2003

Open Session - 6:00 p.m.

I.	Roll Call
II.	Pledge of Allegiance
III.	Approval of Minutes Regular Meeting Minutes – September 25, 2003
IV.	Public response to the Initial Proposal of the Service Employees International Union, Local 790, and the Initial Proposal of the San Francisco Community College District for a Successor Collective Bargaining Agreement
V.	Adoption of Resolutions Agenda
VI.	Approval of Consent Agenda Items as Listed
VII.	Special Presentations
VIII.	Monthly Financial Report – James Kendrix & Peter Goldstein
IX.	Action on Other Resolutions Agenda Items
X.	Report from Constituent Groups
	- Academic Senate - David Yee, President
	- Associated Students - Veronica Lawrence, President for Downtown Campus
	- Classified Senate - Rose Vela, President
XI.	Board of Trustees' Report
XII.	Chancellor and Staff Reports

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XIII. Closed Session Announcements - Legal Counsel Ronald Lee

XIV. Requests to Speak

XV. Adjournment

FINANCE

GENERAL FUND

B1 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 2003.

B2 - Authorization be given to contract with Mason Tillman Associates, Ltd for an independent evaluation of the Districts' SLBE Program; and expert consultative services to the District on issues pertaining to the SLBE and the proposed SBE Program at a cost not to exceed $75,000 for the period November 1, 2003 through September 30, 2004

CAPITAL OUTLAY

NONE AT THIS TIME

GRANTS/CONTRACTS

B3 - Authorization is hereby given to continue to contract with Michelle Khazai for the period October 3, 2003 - October 1, 2004 in the amount not to exceed $56,320 *c

B4 - Authorization to modify existing Contracts/Grants *c

B5 - Authorization is hereby given to contract with CTS for logistical and program arrangements to and within Oaxaca, Mexico in connection with a credit program from June 26 to July 20, 2004

B6 - Authorization be given to continue to contract with and appropriate funds from the Private Industry Council, Inc. of San Francisco for the San Francisco Assessment Center (SFAC) to provide vocational assessment at Career Link for the period November 1, 2003 through June 30, 2004, in the amount of $125,000 *c

B7 - Authorization be given to contract with Ann Zinn for special services and transitional assistance to the District in the continued development of the NATN for a total contract cost of $14,000 for the period November 1, 2003 through December 31, 2003 *c

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

C2	-	Procurement of equipment, supplies, services, etc., $3,000 or more	*c
C3	-	Acceptance of Gifts	*c

HUMAN RESOURCES

G1-8	-	Academic Employees, Credit Program, District Funded	*c
H1	-	Academic Employees, Credit Program, Categorically Funded	*c
N1	-	Academic Employees, Community Service Classes	*c

POLICY

P1	-	Notice of Intention to Amend the SFCCD Policy Manual By Adding Section 7.25, Small Business Enterprises	
P2	-	Notice of Intention to Amend the SFCCD Policy Manual By Adding Section 7.26, Employees of Construction and Construction-Related Contractors	

SPECIAL

S1	-	Adopting the San Francisco Community College District's Initial Proposal to the Service Employees International Union, Local 790, for a Successor Collective Bargaining Agreement, After Public Comment	*c

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **November 20, 2003**
GOUGH STREET CAMPUS
33 GOUGH STREET

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **B1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 2003.
(Resolution No. 031030-B1)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending June 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

SHARED GOVERNANCE REVIEW:
Yes: _____; No: X : If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended June 30, 2003 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

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CITY COLLEGE OF SAN FRANCISCO
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Tabled From 9/25/03 Board Meeting
REVISED RESOLUTION

DATE: October 30, 2003 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Authorization to Contract with
Mason Tillman Associates, Ltd
Resolution No. 031030B2

BACKGROUND INFORMATION:

This resolution seeks authorization to renew a contract with Mason Tillman Associates, Ltd. (MTA) for the purpose of providing independent review, assessment and advice concerning the District's Small Local Business Enterprise (SLBE) program. MTA has been under contract with the District since about 1997. MTA's current contract extension is due to expire December 31, 2003, Attached is a copy of the firm's Statement of Qualifications.

At this time, staff is recommending retaining the services of MTA for the period November 1, 2003 through September 30, 2004 to include the following general scope of services:

1. Conduct survey of local entities which have utilized Public Contract Code Section 2002 and other relevant law in establishing small business enterprise programs, including but not limited to definitions, procedures, and other criteria used in such programs; survey is to include a review of current law and examples of existing practices and the bases for such practices. (*Cost:* S5,000)

2. Conduct a review of the newly-approved policy related to professional service contracts (non-construction related) and provide technical assistance to staff on developing appropriate procedures to insure an effective implementation of the policy. (*Cost:* $6,400)

3. Assess the District's SLBE Program. Provide recommendations concerning the District's internal operation relative to the function and scope of the Contract Compliance Office. (Cost – $17,500)

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4. Provide a semi-annual independent review and assessment of the District's statistical accomplishments relative to the District's Small Local Business Enterprise (SLBE) and proposed Small Business Enterprise (SBE) construction services programs that will include recommended program enhancements, as well as two reports to the Board of Trustees. (*Cost:* $10,000)

5. Provide updates concerning new legislation and developments impacting the District's goal of increasing participation of small and local firms in its contracting activities, as needed. (*Cost:* $5,000)

6. Provide advice to the District to assure non-discrimination and equal opportunity in its Facilities Planning & Construction contracting activities; recommending policies and procedures to affect this goal, as needed. (*Cost:* $2,500)

7. Assist the District with subcontracting goal setting, outreach activities and database management, as needed. (*Cost:* $28,600)

The above services are estimated at a total cost not to exceed $75,000. Staff will work with MTA to develop a contract specifying deliverables relating to each general task outlined above with specific timelines. All fees charged will be supported by a cost breakdown based upon actual billable hours and appropriate hourly rates, where applicable.

SHARED GOVERNANCE REVIEW:

Yes: __; No: x If yes, which committee: _____

Dated of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Mason Tillman Associates, Ltd for an independent evaluation of the Districts' SLBE Program; and expert consultative services to the District on issues pertaining to the SLBE and the proposed SBE Program at a cost not to exceed $75,000 for the period November 1, 2003 through September 30, 2004, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Peter Goldstein
w/Norma Nelson

Statement of Qualifications

Established in 1978, **Mason Tillman Associates, Ltd.** is a minority, woman-owned California corporation. Mason Tillman has provided public policy design and evaluation, technical support, research, and public program development to local governments, including educational institutions, for 25 years.

Mason Tillman is a national expert in the development and implementation of equity contracting programs with a long history of professional and reliable service in designing and executing **Minority, Women, and Disadvantaged Business Enterprises programs and training managers to implement the programs.** Under the direction of our expert legal team, Mason Tillmanhas implemented business enterprise programs nationwide, none of which have been legally challenged. The integrity of our model has stood the test of time.

Mason Tillman has performed equity contracting program consulting services for 23 school districts and colleges since 1990. These services included drafting local, small and minority, womanowned, and disadvantaged business enterprise policies and procedures, formulating business development strategies, tracking, monitoring and reporting participation, and training personnel. We have performed these services for the following clients:

City College of San Francisco, California	Peralta Community College District, California
Dallas County Community College District, TX	Cuyahoga Community College, Ohio
University of California, California	College of New Jersey, New Jersey
Kean College, New Jersey	Montclair College, New Jersey
New Jersey City University, New Jersey	Ramapo College, New Jersey
Richard Stockton College, New Jersey	Rowan University, New Jersey
Rutgers University, New Jersey	Thomas Edison College, New Jersey
UMDNJ, New Jersey	NJIT, New Jersey
William Paterson College, New Jersey	Dallas Independent School District, Texas
Cleveland Municipal School District, Ohio	Metropolitan Board of Education, Tennessee
Seattle School District No. 1, Washington	Oakland Unified School District, California
New Haven School District, Connecticut	

Mason Tillman's team is led by Dr. Eleanor Mason Ramsey who has over 20 years of experience providing affirmative action services. Among her early commissions was drafting the US Department of Transportation's Disadvantaged Business Enterprise regulations, 49 CFR Part 23, in 1983.

Since the early 1980's, she has worked with large and small public agencies in the development and implementation of small, local, minority, women, and disadvantaged business enterprise programs.

Mason Tillman's corporate philosophy embraces the principles of equal employment opportunity as reflected in our staff; 96 percent of Mason Tillman's staff are people of color and 72 percent are women. The diversity of our current staff and consultants is exemplified in the table below.

Staff Ethnicity and Gender		
Ethnicity	Male	Female
African American	2	9
Asian American	2	1
Hispanic American	1	0
Caucasian	1	2

The diversity of the Mason Tillman team will allow us to communicate in a wide range of foreign language resources. These language resources will be an asset in establishing the team's credibility and are described in the table below.

Staff	Foreign Languages
Mason Tillman	Spanish French Chinese Russian Indonesian Tagalog

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Grant-Funded Contract**
Authorization to continue to Contract for Special Services with Michelle Khazai in the amount not to exceed $56,320
(Resolution No. 031030-B3)

BACKGROUND INFORMATION:

In September 2003, CCSF received renewed funding from the State Chancellor's Office for the Middle College High School (MCHS) program for another year. MCHS consists of a partnership between CCSF and SFUSD's John O'Connell High School with the goal of improving student success through concurrent enrollment at both CCSF and O'Connell and individualized support for O'Connell seniors and graduates. While the program usually receives notification of renewal in July, the announcement to continue funding was made late by CCCCO due to the State's delayed budget resolution and fiscal crisis. Given the belated notification of this funding by the State, the project must submit this resolution retroactively.

In order to achieve the work of the project, CCSF contracted with Ms. Michelle Khazai to serve as the program coordinator at a prorated amount of $40,000 for the period of December 20, 2002 – October 2, 2003. Ms. Khazai took over the role from Amy Schwimmer, who left the position in December 2002. The project wishes to continue to retain the services of Ms. Khazai who develops, coordinates and implements all components of the MCHS grant. Ms. Khazai has 10 months leading the program in addition to over eight years of experience working in or with the San Francisco Unified School District.

Ms. Khazai will provide 44 weeks of coordination during the period of October 3, 2003 - October 1, 2004 for a total cost not to exceed $56,320. CCSF will utilize funds awarded by the State Chancellor's Office to the College for the MCHS project. No District matching funds are required. Additional information can be found in Resolutions 990325-B23 and 021219-FIO.

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SHARED GOVERNANCE REVIEW:

Yes _____; No X ; If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to continue to contract with Michelle Khazai for the period October 3, 2003 - October 1, 2004 in the amount not to exceed $56,320, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Linda Squires Grohe, Originator

Summary of Qualifications

- Substantial experience in teaching, training, and supplying academic guidance to young adults and teenagers from multicultural backgrounds
- Extensive knowledge of California Community College, California State University, and University of California systems and k-12 public education in California
- In-depth knowledge of teaching strategies, English, ESL, and Social Studies pedagogy theory and practice, and curriculum development
- Success in creation and maintenance of partnerships between k-12 and higher education

Education

Master of Arts Degree in Education, Education in Language, Literacy, and Culture
University of California, Berkeley, May 1999
Bachelor of Arts Degree with Honors in English and Women's Studies
Wesleyan University, Middletown, CT, May 1993

Work Experience

City College of San Francisco/John O'Connell Middle College High School Program
Program Coordinator, 2002-present

- Recruit and support high school students in concurrent enrollment classes at City College of San Francisco
- Coordinate school-wide college advising services and information at O'Connell
- Promote linkages between O'Connell career pathway teachers and CCSF instructors

University of California, San Francisco Center for Science Education and Outreach
Student Affairs Officer III, 2000-2002

- Counseled high school students in the San Francisco Unified School District regarding higher education options and the University of California campuses
- Worked with UC students to create student-initiated outreach projects for k-12 students

Education Partners, San Francisco, CA *Lead Educational Consultant, 1999-2000*

- Supervised a team of four Family Support Consultants based in San Francisco and Seattle
- Trained and counseled administrators, counselors, and teachers at public schools implementing Success for All, a research-backed whole-school reform program
- Coordinated implementation visits to 188 schools located in six states

San Francisco Unified School District, San Francisco, CA *Teacher, 1996-1999*

- Designed, implemented, and taught college-prep English courses at International Studies Academy, a multicultural, predominately low-income San Francisco public high school
- Counseled students on academic and personal issues, as well as provided college admissions requirements information for UC, CSU, and community colleges

Date: October 30, 2003

B4

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **Authorization to modify existing Contracts/Grants (Resolution No. 031030 – B4)**

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
	010222-B9 010329-B8 020425-B11	CCSF Welcome Back	February 1, 2002 to January 31, 2004	$1,689,673	Increase contract with the San Francisco State University Foundation by $68,838; Extend contract to July 31, 2004	$1,758,511	Increase and extend contract with the San Francisco State University Foundation to carry out Welcome Back; changes are due to an extension from The California Endowment for Welcome Back through July 31, 2004 Originator: Linda Squires Grohe

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to Contract with Capital Travel Solutions (CTS) formerly known as Kristensen International Travel and Tours, Ltd. (KITT) to Offer a Study Abroad Program in Oaxaca, Mexico, Summer 2004
(Resolution No: 031030-B5)

BACKGROUND INFORMATION:

Capital Travel Solutions (CTS)/Kristensen International Travel and Tours, LTD (KITT) has been successfully providing City College of San Francisco with services for our Study Abroad Program in Oaxaca, Mexico for ten (10) consecutive summer sessions. The firm consistently receives excellent evaluations from CCSF students and faculty participating in this Study Abroad Program.

CTS is now proposing their services for summer 2004 for the period from June 26 to July 20, 2004. Cost per student, which includes R/T airfare between San Francisco and Oaxaca, instruction, housing, one meal per day, student activities, ground transportation and health and accident insurance is $2,088, based on a minimum of 15 students.

CTS will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid. Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

CTS will provide a partial scholarship for the Oaxaca program.

Based upon the criteria of our requirements and CTS's prices and policies, and our experience with this firm from 1994 - 2003, we are now requesting to contract with the firm of CTS to provide the necessary travel arrangements for a "Summer in Oaxaca, Mexico, 2004" program.

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DR. PHILIP R. DAY, JR., CHANCELLOR

This program will offer credit courses in Spanish. The costs of these programs are to be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

SHARED GOVERNANCE REVIEW:

Yes _____; No X ; If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with CTS for logistical and program arrangements to and within Oaxaca, Mexico in connection with a credit program from June 26 to July 20, 2004, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Joanne Low, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to contract with and appropriate funds receivable from the Private Industry Council, Inc. of San Francisco in the amount not to exceed $125,000.
(Resolution No. 031030 – B6)

BACKGROUND INFORMATION:

The San Francisco Assessment Center (SFAC) was established in 1992 through a subcontract with the Private Industry Council of San Francisco (PIC). The funding originated with the Department of Labor under the Job Training Partnership Act Title III (JTPA). The original three-year contract provided for career and vocational assessment services for JTPA-eligible and other low income individuals. PIC has continued to contract for these services on an annual basis.

In November 1995 the SFAC co-located with the Private Industry Council, the Employment Development Department, the Department of Human Services, the National Council on Aging and the Department of Rehabilitation to form Career Link, a One-Stop Career Center now located at 3120 Mission Street. Career Link provides multi-agency career, education, training and employment resources to job seekers and career changers.

Under the Workforce Investment Act (WIA) of 1998 (replacing JTPA on July 1, 2000), the Private Industry Council, Inc. (PIC) wishes to continue to contract with City College of San Francisco for assessment services through the San Francisco Assessment Center for the period November 1, 2003 through June 30, 2004. Funding for this agreement between CCSF and PIC, Inc. is under WIA Title I Rapid Response for an amount not to exceed $125,000.

Federal Income from Local Source

Private Industry Council, Inc.	$125,000

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DR. PHILIP R. DAY, JR., CHANCELLOR

Expenditures:

Academic Salaries	$ 81,085
Employee Benefits	24,656
Supplies and Materials	10,000
Indirect Cost	9,259
Total	$125,000

SHARED GOVERNANCE REVIEW:

Yes _____; No X ; If yes, which committee: _____

Date of review: _____

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be given to continue to contract with and appropriate funds from the Private Industry Council, Inc. of San Francisco for the San Francisco Assessment Center (SFAC) to provide vocational assessment at Career Link for the period November 1, 2003 through June 30, 2004, in the amount of $125,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **B7**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT**
Authorization to award Special Services Contract - Ann Zinn
(Resolution No. 031030 – B7)

BACKGROUND INFORMATION:

Project: National Articulation and Transfer Network Project (NATN)

The Board of Trustees adopted Resolution 010531-B30 authorizing the District to submit an application and appropriate all funds from the Fund for the Improvement of Postsecondary Education for a grant to establish the National Articulation and Transfer Network (NATN), coordinated by the Chancellor's Office, for the period of October 1, 2001 to September 30, 2004 in the amount not to exceed $1,000,000.

Resolution No. 031030 is an authorization to contract with Ann Zinn for special services and transitional assistance to the District in the continued development of the NATN for the period November 1, 2003 through December 31, 2003,with the option of renewing the contract for an additional 3 months, if required.

The requested services of Ms. Zinn are as follows:

1. Assist with setting up pilot programs for regional locations in 2003 for concurrent or sequential implementation in 2004;
2. Assist with NATN events planning and implementation;
3. Assist with NATN organizational activities;
4. Assist with grants and funds accounts and organization; and
5. Assist with transitional role to achieve new, long-term management capability

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Ann Zinn for special services and transitional assistance to the District in the continued development of the NATN for a total contract cost of $14,000 for the period November 1, 2003 through December 31, 2003; and

FURTHER BE IT RESOLVED: That authorization be given to renew such contract with Ann Zinn for an additional 3 months, if required and at a rate of $7,000 per month; and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution

Dr. Philip R. Day, Jr., Originator

ANN ZINN - Resume

Experience

National Articulation & Transfer Network (NATN), San Francisco, California
Project Manager, October 1999 – present
Responsible for coordinating the development of an online transfer system designed to help increase college transfer rates of the nation's historically underserved groups and students of color. NATN is a coalition of more than 200 urban high schools, community colleges, and four-year colleges and universities. The program is supported by a three-year grant from the Department of Education and Congressional Earmarks (2002-03).

City College of San Francisco, San Francisco, California
Special Assistant to the Chancellor, September 1999 – 2003
In charge of analysis and coordination of administrative duties of the District, one of the largest, multi-campus community colleges in the nation. Assist in planning, coordinating, and evaluating management policies and administration of the College.

Daytona Beach Community College, Daytona Beach, Florida
Assistant Director of Media and Community Relations, Sept. 1997-1999
Responsible for generating publicity for each of the College's four campuses. Media coverage grew by more than 200%, including placements in *The Chronicle of Higher Education*, cover stories in two national community college publications and over 100 stories and/or listings monthly in local publications. Campaigns won local, state and national honors, including 1998 "Gold" Paragon Award for "Media Success Story," National Council for Marketing and Public Relations (NCMPR). Took initiative to expand department focus to include community outreach and internal communications. Created speeches for president and position papers on governmental issues, which were delivered at monthly Council of Presidents meetings for Florida community colleges and at national conferences. Created successful community outreach program: "DBCC Mall Cart," recognized as a national model for community college recruitment.

Moore College of Art and Design, Philadelphia, Pennsylvania
Director of Communications, Dec. 1995 to Aug. 1997
Handled public relations and special events. Produced/edited alumnae magazine, *Moore News*, and oversaw production of all college publications. National media coverage increased by more than 85 percent; local and regional coverage doubled.

Kaye-Smith Productions, Seattle, Washington
Associate Producer, Jan. to Sept. 1994

Trillium Health Products (The Juiceman), Seattle, Washington
Director of Seminars and Public Relations, Aug. 1990 to Oct. 1993
Managed Department expansion from one-person endeavor to 125, generating more than $20 million in revenue. Communications efforts led to appearances on *Today Show* and *CBS Morning News*. Stories featured in *The New York Times*, *Wall Street Journal*, also *Fortune*, *Business Week*, *People, Vogue, and Elle* magazines, among others.

Red Farm Films, Seattle, Washington
Associate Producer, Sept. 1989 to Aug. 1990
Planned and coordinated fund-raising events and media coverage for this independent feature film company, which I co-founded with fellow members of my high school class. More than 15 feature stories about the company, the film and its director, writer and producer were published in local, regional and niche publications. The film was never made, however.

Organizations

Pi Alpha Alpha Honor Society, member, San Francisco Chapter, 2002
Florida Association of Community Colleges, secretary/treasurer, 1999-2000
National Council for Marketing and Public Relations, member, 1998-1999
Leadership Central Florida, nominee, Daytona Beach Community College, 1998
Florida Public Relations Association, vice president, Daytona Beach, 1998
"Growing New Directions" workforce development project, Pierson, Florida
Advisory Committee, project manager, 1998-1999
The Executive Forum, Philadelphia, Pennsylvania, public relations consultant, 1995
Parkway Coalition, Philadelphia, Pennsylvania, member, 1995 to 1997
Path Media, Inc., Bainbridge Island, Washington, co-founder, 1994
MENTOR, Seattle, Washington, founder, 1994-1995

Publications

Leading Change, written speech, ASACC National Legislative Conference, 1998
The Self-Directed Career Manual, co-author, Aronwald Publishing, 1997
Horse Country, co-creator, Web site for horse lovers, PathMedia, Inc., 1995
Survival in the Corporate Fishbowl, editorial assistant, Lexington Books,1987
Child Care and Corporate Productivity, editorial assistant, Lexington Books, 1989

Education

San Francisco State University, Master of Public Administration, honors, 2003
Harvard University, Institute for Educational Management, summer 2001
University of Pennsylvania, Philadelphia, PA, B.A., Sociology, honors, 1987
University of Ibadan, Nigeria, W. Africa, study abroad program, 1986-1987
University of Freiburg, Germany, accelerated language program, summer 1986
San Diego State University, San Diego, California, 1983-1985

Awards/
Activities

Graduate Student Award for Distinguished Achievement, 2003
Barbara Jordan Award for Student Excellence in Public Administration, 2002
Cho Public Service Scholarship, San Francisco State University, 2001
University of San Francisco Masters Swimming, member, 2001 - present
National Council for Marketing and Public Relations, "Gold" Paragon Award, 1998
Florida Public Relations Association, Grand All-Image Award, 1998
Honolulu Marathon, finisher, 1991
Member of United States Training Camp, lightweight crew team, 1985
Wolcott Memorial Trophy, best student-athlete, San Diego State University, 1985

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 031030-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $ 352,691.77 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

DIRECT PAYMENT VOUCHER	$54,687.15
PURCHASE ORDER	271,722.88
TRAVEL/MILEAGE	26,281.74
Total	$352,691.77

James Kendrix, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: October 30, 2003 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No.031030-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

Please note that some of the items represent significant expenditures but are actual annual payment encumbrances which are dispersed monthly. In some cases, these items are paid in simple annual payment given the terms and the conditions of our vendor contracts. These items are identified for you in the attachment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL: $ 7,269,962.01

James Kendrix, Originator

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	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
2		UPYENC	3522	5520	6570	S	Buildings & Grounds	PUC-Bureau of Light, Heat & Power	DPA3974C	35,808.26	Utilities
3		UPYENC	4010	4301	6200	S	Student Development - A & R	Prestige Graphics, Inc.	VPA3333C	8,081.25	Supplies
4		UPYENC	4900	3501	6770	S	Central Services	Employment Development Dept.	DP91425	37,438.05	Unemployment Ins
5		UPYENC	4900	4303	6799	S	Central Services	Standard Chair of Gardner	IPA5219	11,880.76	Supplies
6		UPYENC	4900	5190	6600	S	Central Services	Mason Tillman Associates, Ltd.	VPA7162E	15,332.22	Consulting
7		UPFX	2058	4211	6750	S	Staff Development	Specialty's Cafe and Bakery	DPB5307	7,200.00	Supplies- Flex day
8		UPFX	2058	5110	6750	S	Staff Development	Bertice Berry Productons, Inc.	DPB5309	3,750.00	Consulting
9	*	U	0020	5632	6600	S	Chancellor's Office	Xerox Corp	LA99741A	6,720.00	Leases
10		U	0040	5801	6600	S	Public Information	KSOL	DPB2244	3,000.00	Advertising
11		U	0040	5802	6600	S	Public Information	Marcoa Publishing, Inc	POB5256	14,675.00	Advertising
12		U	0040	5802	6600	S	Public Information	San Francisco Chronicle	DPB2240	3,500.00	Advertising
13	+	U	0050	5190	6600	S	Research and Planning	Spurling S	PSB5052	80,000.00	Consulting
14	+	U	0060	5190	6600	S	Government Relations	Strategic Education Services	TPB1468	112,000.00	Consulting
15	*	U	0070	5720	6600	S	General Counsel Office	Battiste L	PSA6685	10,000.00	Legal Fees
16		U	0078	5120	6600	S	College Development	At Last The Best International Con.	DPB1441	4,700.00	Consulting
17		U	0130	5190	6770	S	Facilities Planning	Macias, Gini & Company LLP	TPB1442	9,900.00	Consulting
18	*	U	0130	5632	6600	S	Facilities Planning	Imagistics	LAA8790	3,960.00	Leases
19		U	1500	5650	6720	S	District Business Services - Office	Danka Office Imaging Co.	TP91444	4,980.00	Maint & Repair Equip
20		U	2010	5720	6720	S	Human Resources - General	Rouder Esq. W	DPB2327	3,333.75	Legal Fees
21	*	U	2530	5650	6780	S	ITS-Systems and Operations	Cisco Systems, Inc.	TPB3629	15,000.00	Maint & Repair Equip
22		U	2530	5656	6780	S	ITS-Systems and Operations	Oracle Corporation	TPB3630	22,500.00	Software Licenses
23		U	2530	5656	6780	S	ITS-Systems and Operations	ACI Worldwide Inc.	TPB3623	6,483.01	Software Licenses
24		U	2543	5656	6780	S	ITS-TMI(Technology Mediated Instruc	ACI Worldwide Inc.	TPB3623	21,516.99	Software Licenses
25		U	3524	5631	6599	S	Other Services	Ford Motor Credit Company	DPB5005	3,038.47	Leases
26		U	3562	4301	6770	S	College Services	Spicers Paper Inc	PO94964	5,056.10	Supplies
27		U	3562	4301	6770	S	College Services	Nashua Office Products	PO94961	4,852.30	Supplies
28		U	3562	4301	6770	S	College Services	A.B. Dick Company	PO94968	3,005.40	Supplies
29		U	3562	4303	6770	S	College Services	Scantron Corp	PO94948	18,222.46	Supplies
30	*	U	3562	5650	6770	S	College Services	A. B. Dick Company	TP94966	16,041.00	Maint & Repair Equip
31		U	3564	5350	6770	S	Mail Services	Reserve Account	DPB5004	27,000.00	Postage
32		U	3566	5631	6770	S	Public Safety	Ford Motor Credit Company	DP99950	6,130.56	Leases
33		U	4026	4303	6200	S	A & R Dean's Office - Credit	Prestige Graphics, Inc.	POB3509	5,859.00	Supplies
34		U	4026	5632	6200	S	A & R Dean's Office - Credit	Xerox Corp	LAA4901A	4,843.82	Leases
35	*	U	4900	5190	6770	S	Central Services	Macias, Gini & Company LLP	TPB1444	91,500.00	Audit Services
36		U	4900	5190	6770	S	Central Services	Macias, Gini & Company LLP	DPB1444	43,100.00	Audit Services

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
37		U	4900	5190	6770	S	Central Services	Macias, Gini & Company LLP	TPB1446	5,500.00	Audit Services
38		U	4900	5410	6720	S	Central Services	Keenan & Associates	DPB1470	43,567.00	Insurance
39	*	U	7114	5650	0900	N	Trade Skills	Safety Kleen Corporation	TPB1560	20,000.00	Maint & Repair Equip
40	*	U	7155	4303	0100	C	Environmental Hort & Floristry	Brannan Street Wholesale	TPA5127	4,000.00	Supplies
41	*	U	7155	4303	0100	C	Environmental Hort & Floristry	Nuckton John & Co	TPB4442	3,500.00	Supplies
42	*	U	7155	4303	0100	C	Environmental Hort & Floristry	Shibata Floral Company	TPA5124	3,000.00	Supplies
43	*	U	7534	4301	0600	C	Journalism	Howard Quinn Co.	TPB5656	10,000.00	Supplies
44	*	U	7534	4301	0600	C	Journalism	Howard Quinn Co.	TPB5654	7,000.00	Supplies
45								**Total Unrestricted**		**766,975.40**	
46											
47											
48	*	42181M	8510	6203	7100	R	REN-Dwntwn Ground FL Renovation	La Ferrara Architects	CTB3288	43,095.00	Capital Projects
49		42180C	8067	6202	7100	H	HS-Call Box Upgrade	Comarco Wireless Techologies	CTB4703	6,995.00	Capital Projects
50		42147M	8067	6203	7100	H	HS-Ocean Camp Emerg Fire Alarm Re	TEECOM Design Group	CTB4733	5,000.00	Capital Projects
51		42133M	8070	6203	7100	R	Art Building & Horticulture Improve	Cor-O-Van Moving & Storage	DPB3300	13,243.75	Capital Projects
52		42133M	8070	6203	7100	R	Art Building & Horticulture Improve	Cor-O-Van Moving & Storage	DPB4701	7,750.00	Capital Projects
53	*	42045P	8053	6201	7100	E	Bond Proj A & E Services	Baker Vilar Architects	CT41134C	9,500.00	Capital Projects
54	*	42045P	8062	6201	7100	R	Bond Proj A & E Services	Baker Vilar Architects	CT41134C	7,000.00	Capital Projects
55	*	42045P	8062	6201	7100	E	Bond Proj A & E Services	Baker Vilar Architects	CT41134C	6,000.00	Capital Projects
56	*	42045P	8063	6201	7100	R	Bond Proj A & E Services	Baker Vilar Architects	CT41134C	3,892.00	Capital Projects
57	*	42045P	8066	6201	7100	R	Bond Proj A & E Services	Baker Vilar Architects	CT41134C	113,899.00	Capital Projects
58		42037C	8060	6202	7100	R	North Gym Exer Room#0120-Ren	Ng's Landmark Building & Eng.	CTA7269A	5,900.00	Capital Projects
59	*	434007	8052	6201	7100		Child Development Center	KMD/K2A	CTA8800A	67,319.12	Capital Projects
60	*	434006	8069	6201	7100		Student Health Center	KMD/K2A	CTA8800A	430,951.27	Capital Projects
61	*	434005	8069	6202	7100		200 Bungalow Moves	Design Space Modular Buildings	CTB4709	36,751.00	Capital Projects
62	*	434004	8083	6201	7100		Community Health & Wellness Center	KMD/K2A	CTA8800A	3,857,544.61	Capital Projects
63		433005	8510	6202	7100		Downtown Campus Ground Floor Renc	A-1 Security Services	CTB3233	9,900.00	Capital Projects
64	*	432701	8067	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	203,962.51	Capital Projects
65	*	432701	8067	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	546,727.83	Equipment
66	*	432701	8110	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	3,868.15	Capital Projects
67	*	432701	8110	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	10,641.56	Equipment
68	*	432701	8210	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	5,292.22	Capital Projects
69	*	432701	8210	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	13,354.97	Equipment
70	*	432701	8311	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	22,845.08	Capital Projects
71	*	432701	8311	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	12,002.30	Equipment
72	*	432701	8411	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	5,325.99	Capital Projects

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
73	*	432701	8411	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	14,449.58	Equipment
74	*	432701	8510	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	10,872.43	Capital Projects
75	*	432701	8510	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	34,795.73	Equipment
76	*	432701	8610	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	31,443.09	Capital Projects
77	*	432701	8610	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	78,499.64	Equipment
78	*	432701	8710	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	9,051.55	Capital Projects
79	*	432701	8710	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	23,195.09	Equipment
80	*	432701	8813	6202	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	7,765.24	Capital Projects
81	*	432701	8813	6413	7100		Districtwide Phone Sys Replacement	NextiraOne, LLC	CTB1934	34,308.68	Equipment
82		432602	8067	6413	7100		Desktop Upgrade	CCSF Bookstore	TPB3626	228,226.51	Equipment
83		432602	8067	6413	7100	C	Desktop Upgrade	CCSF Bookstore	POB3639	21,016.46	Equipment
84	*	431002	8412	6201	7100		New Mission-Consulting Services	EIP Associates	DPB4729	11,573.97	Capital Projects
85	*	430010	8710	6201	7100		Evans Campus RE Seismic Invest.	Mock/Wallace Architects	CT93700A	55,691.36	Capital Projects
86	*	430010	8710	6201	7100		Evans Campus RE Seismic Invest.	Gabewell, Inc.	TP93636A	10,270.00	Capital Projects
87	*	425002	8412	6101	7100	L	Bond-Mission Land Purchase	Stubbs & Leone	DPA0945	3,097.50	Capital Projects
88	*	420700	8062	6202	7100	E	SM 00-01 #1A-Sci Hall-Replc Switch	Bass Electric	CTA8759A	63,292.60	Capital Projects
89	*	412838	8053	6203	7100	S	HZ 97-98#04A Cld Hall Lead Pnt Asbe	RGA Environmental, Inc.	DPB4743	31,981.00	Capital Projects
90	*	213024	7334	5190	2100	N	SF Cares-Wu Yee Services YR2	Cuadra C	PSA3630	9,750.00	Consulting
91	*	213024	7334	5190	2100	N	SF Cares-Wu Yee Services YR2	Cuadra C	PSA5630	9,750.00	Consulting
92	*	212324	7371	5190	2100	S	ACCFC-Early Child Mentor Prog 03-04	Chou S	PSB1776	4,616.00	Consulting
93		212321	7371	4103	2100	S	CCFC/UCB Policy Analysis for CA Ed	NAEYC	POB1784	4,998.02	Supplies
94	*	211204	7371	5120	2100	S	CA Early Childhood Mentoring 03-04	Bias B	PSB1775	5,000.00	Consulting
95		211204	7371	5610	2100	S	CA Early Childhood Mentoring 03-04	Red Lion Hotel	TPB1780	3,000.00	Property Leases
96		211204	7374	5610	2100	S	CA Early Childhood Mentoring 03-04	Sheraton Gateway Hotel	TPB1786	5,500.00	Property Leases
97		211204	7374	5610	2100	S	CA Early Childhood Mentoring 03-04	Embassy Suites	TPB1787	4,800.00	Property Leases
98		141310	7528	4302	1000	C	Graphic Production Services	Bay Digital Inc	POA3543	3,822.50	Supplies
99	*	128011	9210	5190	0500	N	Ct. Ed SF Labor Council-3 Skills Up	Duran E	PSB5701	3,025.00	Consulting
100	*	128010	9210	5190	0500	N	Ct. Ed SF Hotels Partnrshp Proj #4	Fong K	PSB2550	5,000.00	Consulting
101	*	128010	9210	5190	0500	N	Ct. Ed SF Hotels Partnrshp Proj #4	Rios O	PSB2546	5,000.00	Consulting
102	*	128010	9210	5190	0500	N	Ct. Ed SF Hotels Partnrshp Proj #4	Wong C	PSB5725	5,000.00	Consulting
103		125508	4026	5530	6200	S	Telephone & Web Services	EPOS Corporation	DPB1465	9,500.00	Utilities
104		123877	6110	5650	6320	N	Matriculation-Non Credit 03-04	CAPP Associates, Inc.	DPA9380	4,896.52	Maint & Repair Equip
105	*	123856	9320	5190	6120	C	Instr Equip & Materials 02-03	OCLC, INC.	TPA8576	20,000.00	Consulting
106		123856	9320	5656	6120	C	Instr Equip & Materials 02-03	Hewlett-Packard Company	DPA8572	10,387.44	Software Licenses
107	*	123856	9320	6302	6120	C	Instr Equip & Materials 02-03	EBSCO Subscription Services	TPA8574	56,000.00	Library Materials
108		123856	9500	5633	6780	S	Instr Equip & Materials 02-03	Dell Financial Services	DPB3618	30,965.67	Leases

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
109		123856	9500	5633	6780	S	Instr Equip & Materials 02-03	Dell Financial Services	DPB3617	5,608.62	Leases
110	*	123593	9210	5190	0500	N	ECO-SJECCD-CDE	Mt. San Antonio CCD	TPB0928	5,000.00	Consulting
111		123581	9210	4303	7010	N	ECO-BARC 02-03	Geiger West San Francisco	DPB2528	3,111.74	Supplies
112		123407	7264	6413	0400	C	ECO-NCBC 02-03 CT#01-304	VWR International, Inc.	POA6815	5,593.39	Equipment
113	*	123317	7421	5190	6840	S	Eco-SBDC 03-04 CT#01-311-016	Ervin G	PSB0927	5,000.00	Consulting
114	*	123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Terry J	PSB0339	13,000.00	Consulting
115	*	123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Caylor X	PSB0346	4,000.00	Consulting
116		121511	7516	6413	1000	C	Vatea IIC 2003-2004	Audio Graphic Systems	POB1070	7,588.22	Equipment
117		121511	7728	6414	1200	N	Vatea IIC 2003-2004	Pocket Nurse Enterprises Inc	PO96792	5,915.18	Equipment
118		121248	8180	4304	4900	N	ABE 321 Workforce Investment 02-03	Omnipro Systems Inc.	POB3922	12,038.08	Supplies
119		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3904	5,165.08	Supplies
120		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3907	5,165.08	Supplies
121		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3909	4,567.00	Supplies
122		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3910	4,567.00	Supplies
123		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3911	4,567.00	Supplies
124		121248	8180	4304	4900	N	ABE 321 Workforce Investment 02-03	McGraw Hill Contemporary (ESL)	POA7491	3,906.00	Supplies
125		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3903	3,473.32	Supplies
126		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3905	3,473.32	Supplies
127		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB3906	3,473.32	Supplies
128		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB5502	3,473.32	Supplies
129	*	121217	7421	5190	6840	S	SJ Foundation/SBDC -6months	Chendes J	PSB3597	5,000.00	Consulting
130	*	121217	7421	5190	6840	S	SJ Foundation/SBDC -6months	Looyen E	PSB3596	5,000.00	Consulting
131		121196	5153	5802	6020	S	Biolink: NATE-Biotech	Franciscan Communications	TPA9443	7,998.00	Advertising
132	*	121195	5153	5190	6020	S	Biolink:NATE-Biotech	Weiler D	PSA9436	32,000.00	Consulting
133	*	121195	5153	5190	6020	S	Biolink:NATE-Biotech	Gledhill B	PSA9437	25,000.00	Consulting
134								**Total Restricted**		**6,502,986.61**	
135											
136								**Total Unrestricted & Restricted**		**$7,269,962.01**	
137											

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Acceptance of Gifts
(Resolution No. 031030-C3)

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

SHARED GOVERNANCE REVIEW:

Yes _____: No ___X__: If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Don Griffin declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

BOARD OF TRUSTEES
DR. ANITA GRIER, PRESIDENT • LAWRENCE WONG, ESQ., VICE PRESIDENT • DR. NATALIE BERG
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DR. PHILIP R. DAY, JR., CHANCELLOR

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
June/July 2003			
1. Cash	Carolyn Flagiello	CCSF Students Toi Register Ada Martinez	$520
2. Cash	Maxwell Productions	Film Dept. Scholarship	$700
3. Cash	Arts Education and Research Fdn.	CCSF Student Qiaolan Luo	$2000
4. Cash	Rotary of san Mateo	CCSF Students Sarah Castillo Ross Lucas	$1,100
5. Cash	U.S. Treasury National Service award	CCSF Student Katherine Woo-Chan	$4,725
6. Cash	Pacific Gas and Electric Co.	Latino Services Scholarships	$1000
7. Cash	County of San Joaquin	CCSF Student Richard Lei	$3,000
8. Cash	Leon E. Hallacher	Biology Dept. Accommodation Acct.	$250
July 2003			
9. Cash	Baylor College of medicine	CCSF Student Ross M. Pavlik	$4500
10. Cash	Mills Health Center Auxiliary	CCSF Student Jose T. Loyola	$1000
11. Cash	United States Treasury National Service Award	CCSF Student Yik Yuen Lee	$1740
12. Cash	Peninsula Medical Center Auxiliary	CCSF Student Felicia Lee	$500
13. Cash	Mills Health Center Auxiliary	CCSF Student Felicia Lee	$300
14. Cash	Anita Martinez	CCSF Student Michelle R. Gomez	$350
15. Cash	San Lorenzo District Scholarship Fund	CCSF Student Adam Soto	$250
16. Cash	Every Child Can Learn Fnd.	CCSF Student Bruce Chiang	$1000
17. Cash	Every Child Can Learn Fnd.	CCSF Student Audrey DeRosas	$1000
18. Cash	Every Child Can Learn Fnd.	CCSF Student La Tesha Johnson	$1000
19. Cash	Every Child Can Learn Fnd.	CCSF Student Wayne Liang	$1000
20. Cash	Every Child Can Learn Fnd.	CCSF Student Hilda Orochena	$1000
21. Cash	Every Child Can Learn Fnd.	CCSF Student Sophia Poon	$1000

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
22. Cash	Every Child Can Learn Fnd.	CCSF Student Michael Richmond	$1000
23. Cash	Every Child Can Learn Fnd.	CCSF Student Tamesha Scott	$1000
24. Cash	Every Child Can Learn Fnd.	CCSF Student Fonda Smith	$1000
25. Cash	Every Child Can Learn Fnd.	CCSF Student Rosephine Villegas	$1000
August 2003			
26. Cash	Boothbay region Student Aid Fund	CCSF Student Monica Thompson	$500
27. Cash	Catholic Charities CYO	Child Care Voucher Pro. Client's Scholarship	$8,000
28. Cash	Accent Int'l Consortium for Academic Programs Abroad, Ltd.	Student Abroad Scholarship	$1,000
29. Cash	Army Emergency Relief	CCSF Student William Robinson	$2,200
30. Cash	Self Help Hard of Hearing People, Inc.	CCSF Students Theresa Troy-Dia Cutis Wade-Smith Bee Lo	$3,000
31. Cash	The San Francisco Foundation	Eric Greenberg Scholarship	$16,000
32. Cash	Citizen's Scholarship Fnd. Of America	CCSF Student Sizzi S. Kong	$750
33. Cash	Gamma Nu Chapter of the Iota Phi Lambda Sorority, Inc.	CCSF Student Tsenare Perryman	$1000
34. Cash	Gamma Nu Chapter of the Iota Phi Lambda Sorority, Inc.	CCSF Student Genora Turner	$1000
35. Cash	Bernice B. Brown Retirement Gala & CBAA Scholarship Committee	Council on Black American Affairs	$1,400
36. Cash	Arts Educations and Research Fnd.	CCSF Student Qiaolan Luo	$2,000
37. Cash	John Papan Memorial Scholarship Fund	CCSF Student Albert Silao	$300
38. Cash	Peninsula Community Foundation	CCSF Student Sarout Long	$4,000
39. Cash	Mills Health Center	CCSF Student Stella Wong	$1,500
40. Cash	Every Child Can Learn Foundation	CCSF Student Wilton Mau	$1,000

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
41. Cash	Every Child Can Learn Foundation	CCSF Student Mildred De La Rosa	$1,000
42. Cash	Every Child Can Learn Foundation	CCSF Student Lily Tse	$1,000
43. Cash	Every Child Can Learn Foundation	CCSF Student Desiree Herring	$1,000
44. Cash	Every Child Can Learn Foundation	CCSF Student Karolina Espinoza	$1,000
45. Cash	Every Child Can Learn Foundation	CCSF Student Dontaye Ball	$1,000
46. Cash	Every Child Can Learn Foundation	CCSF Student Kaliaha Smith	$500
47. Cash	Every Child Can Learn Foundation	CCSF Student Ikechi Nwankwo	$1,000
48. Cash	Every Child Can Learn Foundation	CCSF Student Mayacherie Jackson	$1,000

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G8

DATE: October 30, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 031030-G1-G8)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which committee:_____

Date of Review:_____

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

BOARD OF TRUSTEES
DR. ANITA GRIER, PRESIDENT • LAWRENCE WONG, ESQ., VICE PRESIDENT • DR. NATALIE BERG
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031030-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Alexandre, Chandre Mar	Interdisciplinary Studies	Credit
+	Amsler, Mary	English	Credit
*	Baca, Leonardo E.F	Computer Networking & InfoTech	Credit
+	Batty-Sylvan, John	English	Credit
	Boegel, Thomas Paul	Office of Instruction	Credit
	Bozin, Patricia R	Counseling New Students	Credit
	Brown, Mary L	Licensed Vocational Nursing	Credit
	Buchsbaum, Jessica G	English As a Second Language	NonCredit
	Cardenas, Melita Lanzo	Licensed Vocational Nursing	Credit
+	Chen, Pearl B.	Counseling New Students	Credit
+	Cheremeteff, Maria	Art	Credit
*	Chu, Dave M	Behavioral Sciences	Credit
	Cirelli, Franco	Bus/Office Tech/Small Bus	Credit
+	Clark, Ophelia	Student Development	Credit
	Comacchio, Elizabetta	Graphic Communication	Credit
+	Dang, Lorrain L	Chemistry	Credit
*	DeDomenico, John A	Health Science	Credit
	Delacorte, Erika C	English As a Second Language	Credit
	Dinkins, Shari H	Graphic Communication	Credit
	Domingo, Thelma San An	Licensed Vocational Nursing	NonCredit
	Elliott, Barbara B	Licensed Vocational Nursing	Credit
+	Emanuel, Charles Alber	Aircraft Maintenance Tech.	Credit
	Eskandari, Fattah T	Child Dev. & Family Studies	Credit
	Fang, Lynn L	Licensed Vocational Nursing	NonCredit
+	Fong, Lawrence K	Chemistry	Credit
	Fong, Wendy M	Graphic Communication	Credit
	Franco, Maria Dolores	Latino Services Network	Credit
	Freedman, Beth Gail	Health Science	Credit
	Freeman-Mcguire, Micha	Licensed Vocational Nursing	Credit
+	Garcia, Diane Renee	Diagnostic Medical Imaging	Credit
+	Garcia, Diane Renee	Radiologic & Imaging Technolgy	Credit
*	Gautam, Sudarshan K	Health Care Technology	Credit
+	Gorthy, Michelle K	English	Credit
	Grayson, Richard B	Bus/Office Tech/Small Bus	Credit
+	Green, Dennis	Social Science	Credit

	Guillen-Nunez, Edith	Health Science	Credit
	Gurney, Robert Peter	Technology-Mediated Instruct'n	Credit
	Hart, Rodney W	Labor Studies	Credit
+	Haynes, Lynetta D	Bus/Office Tech/Small Bus	NonCredit
+	Heredia, Maria L	Counseling New Students	Credit
+	Heredia, Maria L	Latino Services Network	Credit
+	Hom, Grace	Counseling New Students	Credit
	Jackson, Lilia L	Licensed Vocational Nursing	Credit
+	Jardim, Philip M	Biological Sciences	Credit
	Jernigan, Harriet V	Language Center	Credit
+	Johnson, Elaine A	Biological Sciences	Credit
	Kaushik, Dorothy P.	Licensed Vocational Nursing	Credit
	Kennedy, Sharon A	Health Care Technology	Credit
+	Killebrew, Ann	Licensed Vocational Nursing	Credit
	Kinsbourne, Sabrina M	Health Care Technology	Credit
+	Kleinman, Craig Ira	English	Credit
*	Kresak, George W	English	Credit
+	Kudsi, Omar S	English	Credit
	Landes, David L	Social Science	Credit
	Lee, Pamela Tau	Labor Studies	NonCredit
	Leonhardt, Edith A	Biological Sciences	Credit
	Lewis, John A	Health Care Technology	Credit
+	Lin, Doris K	Chemistry	Credit
+	Lopez, Efrain C.	Physics	Credit
	Maresca, Natasha R	Institute for Int'l Students	Credit
	Markham, Diana L	Physics	Credit
	Martinez, Antonio E.	Counseling New Students	Credit
	McFarland, Sheila A	Broadcast Electronic Media Art	Credit
	McGrath, Teresa L	Licensed Vocational Nursing	Credit
+	McInerny, William J	Chemistry	Credit
*	McMahon, Martin J.	Transitional Studies	NonCredit
+	Meehan, Joan	English	Credit
	Monavarian, Bizhan	Interdisciplinary Studies	Credit
	Murphy, Harriet G.	Health Care Technology	Credit
	Nelson, Karin Christin	Career Dev & Placement Ctr	Credit
	Nicholson, Sachiko Yam	Language Center	Credit
	O'Neil-Annis, Kelley S	English As a Second Language	NonCredit
	O'Neill, Mary-Evelyn M	English	Credit
+	Osborne, Marie J	Counseling New Students	Credit
	Overton, Ann Vincent	English As a Second Language	NonCredit
+	Padua, Joseph H	Counseling New Students	Credit
	Pandolfi, Carol	Licensed Vocational Nursing	Credit
	Pang, Siu-Mi	Licensed Vocational Nursing	NonCredit
	Prunty, Donald J	Apprenticeship	NonCredit
+	Randolph, Alvin C	Counseling New Students	Credit
	Roake, Anne Marie	Student Development	Credit
	Romano, Lisa C.	Counseling New Students	Credit
+	Santos, Donald A	Art	Credit
	Schall, Susan M	English As a Second Language	NonCredit
	Scott, Rodger K	African American Scholastic Pg	Credit
+	Seckman, John David	Graphic Communication	Credit

	Sheetz, Nuala N	Labor Studies	NonCredit
+	Shestople, Mary E	Licensed Vocational Nursing	Credit
	Shimm, Amy N	Graphic Communication	Credit
+	Silva, Manuel Joseph	Vocational Education	Credit
	Simmons, Deborah L	Nursing	Credit
-	Simon, Leslie B	Interdisciplinary Studies	Credit
	Stellman, Christopher	Cul Arts & Hospitality Studies	Credit
	Stevenson, David R	Graphic Communication	Credit
+	Su, Timothy M	Chemistry	Credit
	Talusan, Edgardo C	Licensed Vocational Nursing	Credit
+	Tang-Quan, Ethel I	English	Credit
+	Thompson, Sarah	Health Science	Credit
+	Thornton, Kyle Richard	Diagnostic Medical Imaging	Credit
	Toruno, Javier	Foreign Languages	Credit
	Trammell, Floyd W	Bus/Office Tech/Small Bus	NonCredit
	Vilikhina, Natalya	Licensed Vocational Nursing	Credit
	Walker, Onna M	Health Care Technology	Credit
	Webster, Carlos	Counseling New Students	Credit
	Wells, Wallace E	Bus/Office Tech/Small Bus	Credit
+	White, Austin	Social Science	Credit
	Whitlatch, Norman	Physics	Credit
	Wood, Janice R.	English As a Second Language	NonCredit
	Woods, Anthony D	English	Credit
+	Yee, Sue L	Counseling New Students	Credit
	Yu, Howard K	Counseling New Students	Credit
	Yuk, Winnie	Health Science	Credit

G1 Fall 2003: 112

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Davis, Bob	Foreign Languages	Credit
+	Goodfriend-Koven, Nora	Health Science	Credit
+	Hsu, Hilary K	Bus/Office Tech/Small Bus	Credit

G1 Summer 2003: 3

Total for G1: 115

RESOLUTION 031030-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Hom, Grace	Matriculation	Matriculation Credit 03-04	Credit
+	Obenchain, Cynthia	Counseling International Study	Matriculation Credit 03-04	Credit
+	Quinn, Denise	Matriculation	Matriculation-Non Credit 03-04	Credit
+	Sparks, Jack D.	Matriculation	Matriculation Credit 03-04	Credit
+	Tan, Bie H	Matriculation	Matriculation Credit 03-04	Credit
+	Tang, Paul S	Matriculation	Matriculation Credit 03-04	Credit
+	Vayngortin, Lev D	Matriculation	Matriculation Credit 03-04	Credit

G2 Fall 2003: 7

Total for G2: 7

Total Records: 122

031030 –G3

Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030828-G5, Academic Employees Temporary Appts Tenure Review for the period of August 18, 2003 through December 19, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Alioto, Darlene	27	36		SOSC	7342
Angeloff, Thomas	9	17		ENGIN	7257
Armstrong, James			17	CHEM	7232
Baldassare, Heidi	9	0		DSPS	7320
Bell, Loren			9	ENGL	7512
Bray, Suzannah			18	ENGL	7512
Brown, Brenda	9	27		COUN-N	6474
Brown, Eleanor	9	18		ENGL	7512
Brown, Jessica	18	27		ENGL	7512
Chang, Hortensia	17	26		DSPS	7320
Chien, Annie			9	RN	7725
Clark, Sunny	34	51		STHLTH	6460
Collins, Susan	17	34		TH A	7550
Dang, Lorrain	17	9		CHEM	7232
Davis, Richard			9	BIO	7224
Dawkins, Muriel	17	26		DSPS	7320
Degroot, Peter	17	34		SOSC	7342
Dewar, Cynthia			9	ENGL	7512
Dore, David	26	35		BUS	7421
Duggan, Bradley	27	44		PE & D	7768
Elliott, Barbara			9	LVN	7728
Fan, Mark	17	26		LIBR	9320

031030 –G3 (Cont.)
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030828-G5, Academic Employees Temporary Appts Tenure Review for the period of August 18, 2003 through December 19, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Fong, Raymond	17	9		CHEM	7232
Franco, Maria			18	COUN-N	6474
Fredericks, Diane			27	TRST	7347
Freeman-McGuire, Michael			9	LVN	7728
Hector, William	9	18		PE & D	7768
Hendrickson, Dennis			18	ENGL	7512
Heredia, Maria			17	COUN-N	6474
Ho, Karen			9	COUNN	6474
Homer, Suzanne	9	18		SOSC	7342
Hornor, Ni			9	MATH	7272
Houck, Charles	18	0		DSPS	7320
Jenkins, Alvin			9	EOPS	6440
Jenkins, Alvin			9	EOPS	6440
Kaushik, Dorothy			17	LVN	7728
Kerr-Schocet, Kathleen	17	26		DSPS	7320
Killikelly, Timothy			9	SOSC	7342
Knight, Marla	9	18		TRST	7347
Kox, Christopher			9	LIBR	9320
Kudsi, Omar Sami	9	26		ENGL	7512
Leber, Lorraine	44	53		GRAPH	7528
Legaspi, Erlinda	9	27		ENGL	7512
Louie, Louise			9	ESL	7612

031030 –G3 (Cont.)
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030828-G5, Academic Employees Temporary Appts Tenure Review for the period of August 18, 2003 through December 19, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Mase, Susan	9	18		DSPS	7320
Massey-Henderson, Marylou	9	18		DSPS	7320
Mauzey, Karl			9	CNIT	7212
Mayorga, Elsa	9	26		TRST	7347
McAllister, Keith	36	18		MATH	7272
McAteer, Robert	9	18		PHOTO	7546
McDaniel, Lillian	9	18		TRST	7347
Meunier-Fiebelkorn, Muriel			9	CDEV	7320
Moody, Cindy			18	MATH	7272
Moreno, Edward	17	35		SOSC	7342
Nishihira, Robert			9	PHOTO	7546
Odell, John			9	BEMA	7508
Ogden, Aaron			9	CAHS	7138
Osborne, Marie			9	COUN-N	6474
Parr, David			27	TH A	7550
Podenski, Francine	17	35		BEMA	7508
Randolph, Alvin			9	COUN-N	6474
Rosales-Uribe, Maria			44	TRST	7347
Rose, Meredith	9	0		ENGL	7512
Roth, Robin			18	HLTH	7720
Sauve, James			9	ENGL	7512
Shaeffer, Chris			9	TRST	7347

031030 –G3 (Cont.)
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030828-G5, Academic Employees Temporary Appts Tenure Review for the period of August 18, 2003 through December 19, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Silva, Manuel			18	LVN	7728
Simpson, Glen	9	18		ESL	7612
Sparks, Jack	9	18		COUN-C	6472
Spears, Deanne			18	ENGL	7512
Sykes, Leo			9	TRST	7347
Tang-Quan, Ethel	18	27		ENGL	7512
Thiry, Pierre	9	18		CNIT	7212
Thornton, Kyle	9	18		DMI	7742
Torres, Chita	18	27		LVN	7728
Truong, Barbara			17	COUN-C	6472
Valiente, Herving	18	27		COUN-C	6472
Ward, James			9	TRST	7347
Weisman, Vicki	9	0		TRST	7347
Wetzel, Cherie	18	35		BIO	7224
Wong, Francisco	18	27		SOSC	7342
Wostner, Ulf	9	18		MATH	7272
Zimmerman, Susan	9	26		ENGL	7512

031030 – G4
Name Change

RESOLVED: That the name of the following academic employee be changed for record purposes:

FROM	TO
Collins, Susan J.	Jackson, Susan J.

031030 – G5
Demise

RESOLVED: That effective date shown, the demise of the following named academic personnel be noted for the purpose of record clearance:

NAME	DEPARTMENT/CAMPUS	EFFECTIVE DATE
Hanak, David	Business/Ocean	09/22/03

031030 – G6
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Stein, Aliyah (Judith)	Behavioral Sciences/Ocean	17.B	100%	01/13/03 – 05/23/03

031030 – G7
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Legaspi, Erlinda	English/Ocean	17.P	50%	01/15/04 – 05/26/04
Mostasisa, Theresa	Nursing/John Adams	17.B	100%	10/09/03 – 12/19/03
Pauly, Malinda E.	Chemistry/Ocean	17.B	100%	11/26/03 – 12/19/03
Pauly, Malinda E.	Chemistry/Ocean	17.B	100%	01/15/03 – 05/26/04
Stein, Aliyah (Judith)	Behavioral Sciences/Ocean	17.B	100%	08/18/03 – 05/26/04

031030 – G8
Reduced Workload Pre-Retirement Reduction

RESOLVED: That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Lew, Eunice	ESL/Chinatown	Work 80% every Fall and Spring	Spring 2004 through Fall 2013
Mars, Ton Y.	ESL/Chinatown	Work 80% every Fall and Spring	Spring 2004 through Fall 2013
Raju, Solomon	Biology/Ocean	Work 75% every Fall and Spring	Spring 2004 through Fall 2013
Wang, Elaine M.	ESL/Chinatown	Work 80% every Fall and Spring	Spring 2004 through Fall 2013
Wong, Anna Q.	ESL/Chinatown	Work 80% every Fall and Spring	Spring 2004 through Fall 2008

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

DATE: October 30, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 031030-H1)

BACKGROUND INFORMATION:

Resolutions 031030-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which committee:_____

Date of Review:_____

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031030-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Admokom, Lori E	Contract Education	Ct. Ed SF Labor Council-3 Skills Up	Credit
	Admokom, Lori E	Contract Education	Ct. Ed SF Labor Council-3 Skills Up	NonCredit
	Armstrong, Karen D	Bus/Office Tech/Small Bus	SEC - Advisory Council	Credit
	Auyeung, Mabel K	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
	Bibliowicz, Morris Z	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Boone, Anthony G	Contract Education	SF Airport Comm - 40	NonCredit
	Brown, Kenneth D	English As a Second Language	ABE 321/Workforce Investment 03-04	Credit
+	Buford, Sylvia Y	Child Dev. & Family Studies	F & KCE 03-04	Credit
	Burt, Tracy C	Contract Education	Ct. Ed Osaka College - 5	Credit
	Burt, Tracy C	Contract Education	Ct. Ed Osaka College - 5	NonCredit
+	Calderon, Vivian J	Cal Works	Calworks Program 03-04	Credit
+	Chang, Yvonne	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Chapuis, Dominique	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Chen, Peijue Paig	Child Dev. & Family Studies	Vatea IIC 2003-2004	Credit
	Chung, J Chuong H	Asian-American Studies	Partnership for Excellence	Credit
	Cirelli, Franco	Bus/Office Tech/Small Bus	Vatea IIC 2003-2004	Credit
	Cox, Karen C	English	Vatea IIC 2003-2004	Credit
	Curl, Diana E	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
+	Dawydiak, Cecile M	Nursing	WIA-PIC-Nurse Workforce Initiative	Credit
	Delacorte, Erika C	Learning Assistance	Partnership for Excellence	Credit
	Deng, Linda Y	Vocational Education	WIA-Muni Career Ladder	Credit
+	Denoon, James C	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Devine, Joanne D	Child Dev. & Family Studies	F & KCE 03-04	Credit
+	Dewar, Cynthia E	English	Vatea IIC 2003-2004	Credit
	Donovan, Sharon Mari	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
	Donovan, Sharon Mari	Contract Education	Ct. Ed Osaka College - 5	NonCredit
	Donovan, Sharon Mari	Child Dev. & Family Studies	Vatea IIC 2003-2004	Credit
	Donovan, Sharon Mari	Contract Education	Ct. Ed Osaka College - 5	Credit
	Edwardson, Lawrence H	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Ergun, Marylou K	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Fowler, Janet E	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Fried-Lee, Lauri	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Glines, Emily C	Counseling New Students	Americorp TRDP 03-04	Credit
	Goldstein, Augusta Alcy	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit

	Hammer, Jennifer C	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Hanson, Edward S	Biological Sciences	Vatea IIC 2003-2004	Credit
	Ho, Lillian Y	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Hovanesian, Suzanne A.	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Ikeda, Vivian S	Vocational Education	ECO-ATTC 02-03 CT#01-301	Credit
+	Jardim, Philip M	Contract Education	Ct. Ed Osaka College - 5	NonCredit
+	Jardim, Philip M	Contract Education	Ct. Ed Osaka College - 5	Credit
+	Johnson, Elaine A	Contract Education	Ct. Ed Osaka College - 5	NonCredit
+	Johnson, Elaine A	Contract Education	Ct. Ed Osaka College - 5	Credit
	Kaplan, Gregory E	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Krost, Mary Robe	Contract Education	SF Airport Comm - 40	NonCredit
	Krost, Mary Robe	Contract Education	SF Airport Comm - 40	Credit
+	Kudsi, Omar S	Vocational Education	Vatea IIC 2003-2004	Credit
+	Kudsi, Omar S	English	Vatea IIC 2003-2004	Credit
+	Kudsi, Omar S	Vocational Education	ECO-ATTC 02-03 CT#01-301	Credit
	Langmo, Tore E	English	Vatea IIC 2003-2004	Credit
	Leonhardt, Edith A	Biological Sciences	Vatea IIC 2003-2004	Credit
	Leonhardt, Edith A	Contract Education	Ct. Ed Osaka College - 5	Credit
	Leonhardt, Edith A	Contract Education	Ct. Ed Osaka College - 5	NonCredit
	Luckey, Bernadine Cori	Community Services	T4E-SFDHS Edgewood Training 03-05	NonCredit
	Mc Neil, Deborah J	Licensed Vocational Nursing	WIA-PIC-Nurse Workforce Initiative	NonCredit
+	McCarthy, Denise Kath	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
-	McClain, Laurene W	Social Science	Vatea IIC 2003-2004	Credit
+	McLanahan, Amy D	Mathematics	Vatea IIC 2003-2004	Credit
+	Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Partnership for Excellence	Credit
	Milhoan, Gloria G	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Miller, Robert	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Mogar, Mariannina	Contract Education	Ct. Ed Osaka College - 5	NonCredit
+	Mogar, Mariannina	Contract Education	Ct. Ed Osaka College - 5	Credit
	Nicholson, Joseph W	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Nuttall, Allan P.	Contract Education	T4E-SFDHS Edgewood Training 03-05	NonCredit
	Odell, John Main	Broadcast Electronic Media Art	Vatea IIC 2003-2004	Credit
	Overton, Ann Vinc	English As a Second Language	SFDHS VESL-VIP Program Yr-3	NonCredit
	Owings, Willa A	Contract Education	Ct. Ed Osaka College - 5	Credit
	Owings, Willa A	Contract Education	Ct. Ed Osaka College - 5	NonCredit
	Parker, James	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Paul, Alan	Foreign Languages	Vatea IIC 2003-2004	Credit
	Persiko, Craig A	Computer Science	Vatea IIC 2003-2004	Credit
	Pogge, Crima B	Biological Sciences	Vatea IIC 2003-2004	Credit
+	Quinn, Denise	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Raskin, Steven M	Photography	Vatea IIC 2003-2004	Credit
	Reed, Robert W	Transitional Studies	Vatea IIC 2003-2004	NonCredit
+	Rico, Stephen M	Contract Education	Ct. Ed Osaka College - 5	Credit
+	Rico, Stephen M	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
	Rudolph, Linda J	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Schatz, Jason M	Computer Science	Vatea IIC 2003-2004	Credit
	Selleck, Denise F	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Shore, Elisa	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Sohr, Deborah M	Student Health	Student Health Fees	Credit
	Sung, Shirley	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Toebe, Carole Suth	Contract Education	Ct. Ed Osaka College - 5	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: Categorically Funded.

+	Toebe, Carole Suth	Contract Education	Ct. Ed Osaka College - 5	Credit
+	Truong, Tuyet Ngoc A	Bus/Office Tech/Small Bus	Vatea IIC 2003-2004	Credit
	Vilikhina, Natalya	Licensed Vocational Nursing	WIA-PIC-Nurse Workforce Initiative	NonCredit
	Vogt, Lee Arno	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Weil, Melinda L	Astronomy	Vatea IIC 2003-2004	Credit
+	White, Kathleen C	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
+	White, Thomas P	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Wong, Manuel K	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
	Wongprasert, Tanichya K	English	Vatea IIC 2003-2004	Credit
+	Wostner, Ulf T	Vocational Education	Vatea IIC 2003-2004	Credit
	Yeung, Ellen L	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Yrun, Mario R	Bus/Office Tech/Small Bus	Vatea-REEC 03-04	Credit

H1 Fall 2003: 97

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Grant	Division
Boone, Anthony G	Contract Education	San Francisco Airport Comm - 39	NonCredit
Kasten, Angelika A	English As a Second Language	SFDHS VESL-VIP Program Yr-3	Credit
Rothe, Marianne	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit

H1 Summer 2003: 3

Total for H1: 100

Total Records: 100

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: October 30, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Community Services Classes
City College of San Francisco
(Resolutions 030925-N1)

BACKGROUND INFORMATION:

Resolutions 030925-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hour unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which committee:_____

Date of Review:_____

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031030-N1

TEMPORARY HOURLY ASSIGNMENTS -
ACADEMIC EMPLOYEES: Community Services Programs

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Cheung, Casey D	Community Services	NonCredit
Goldwach, Richard	Community Services	NonCredit
Good, Zehra Tulin	English As a Second Language	NonCredit
Lew, Diana K	Community Services	NonCredit

N1 Fall 2003: 4

Total for N1: 4

Total Records: 4

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **P1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **POLICY MANUAL**
Notice of Intention to Amend the SFCCD Policy Manual By Adding Section 7.25, Small Business Enterprises (Resolution No. 031030-P1)

BACKGROUND INFORMATION:

The California Public Contract Code Section 2002 was amended recently to allow local agencies like the SFCCD to provide preferences to small businesses. The proposed policy is based on this new legislation. Moreover, to give effect to the proposed policy, the District plans to develop a Small Business Enterprise Program in the area of construction contracting, after consultation and review with interested parties in the community, for Board review and adoption.

San Francisco Community College District Policy Manual Section 1.05 D. reads in part as follows: "Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative action vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting.

SHARED GOVERNANCE REVIEW:
Yes: _____; No: X ; If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That notice is hereby given that the following proposed amendment to the San Francisco Community College District Policy Manual, Section 7.25 – Small Business Enterprises, shall be acted upon at the November 20, 2003 meeting of the Board of Trustees;

That SFCCD Policy Manual Section 7.25 – Small Business Enterprises, shall be added to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike-over~~). (See following page).

Ronald Lee, Originator

BOARD OF TRUSTEES
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PM 7.25
SMALL BUSINESS ENTERPRISES

It is the policy of the San Francisco Community College District to encourage and facilitate full and equitable business opportunities, specifically in the area of construction contracting, for all small businesses wishing to do business with the District.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **P2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **POLICY MANUAL**
Notice of Intention to Amend the SFCCD Policy Manual By Adding Section 7.26, Employees of Construction and Construction-Related Contractors (Resolution No. 031030-P2)

BACKGROUND INFORMATION:

The Chancellor established a Small Local Business Enterprise Advisory Committee in December 2002. Community members serve on this Committee to provide information and recommendations to the District. The Advisory Committee has requested that the Board adopt a policy urging SFCCD contractors in construction and construction related professions to recruit and hire graduates of City College of San Francisco as well as residents of the City & County of San Francisco as their employees.

The SFCCD benefits from monies generated by local bond measures for its construction program. These are passed by the residents of the City & County of San Francisco which is coterminous with the boundaries of the SFCCD. This revenue source is paid for by taxes of these same residents. It follows that construction contracts and construction related contracts, if awarded to firms that employ residents, benefit those same citizens whose taxes have been utilized for the District's construction program. The District's goal of providing employment opportunities for its students and graduates is also satisfied to the extent contractors hire City College of San Francisco students and graduates.

San Francisco Community College District Policy Manual Section 1.05 D. reads in part as follows: "Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative action vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting.

SHARED GOVERNANCE REVIEW:

Yes: _____; No: X : If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That notice is hereby given that the following proposed amendment to the San Francisco Community College District Policy Manual, Section 7.26 – Employees of Construction and Construction-Related Contractors, shall be acted upon at the November 20, 2003 meeting of the Board of Trustees;

That SFCCD Policy Manual Section 7.26 – Employees of Construction and Construction-Related Contractors, shall be added to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike-over~~). (See following page).

Ronald Lee, Originator

PM 7.26
Employees of Construction and Construction-Related Contractors

It is the policy of the San Francisco Community College District to encourage its Construction and Construction-Related Contractors **recruit and hire students and graduates** ***of City College of San Francisco as well as Residents of the City & County of San Francisco as their employees.***

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: October 30, 2003 **S1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
Adopting the San Francisco Community College District's Initial Proposal to the Service Employees International Union, Local 790, for a Successor Collective Bargaining Agreement, After Public Comment (Resolution No. 031030-S1)

BACKGROUND INFORMATION:

The present Collective Bargaining Agreement between the San Francisco Community College District (District) and the Service Employees International Union, Local 790 (SEIU) will expire under its own terms on June 30, 2004. On September 25, 2003, by Resolution No. 030925-S1, the Board of Trustees (1) made public the Initial Proposal of the SEIU and the Initial Proposal of the District for a Successor Collective Bargaining Agreement, and (2) established October 2003 as the month for the public meeting at which the public would be given the opportunity to comment on the Initial Proposal of the SEIU and the Initial Proposal of the District for a Successor Collective Bargaining Agreement. On October 30, 2003, the Board of Trustees solicited advance public response to the Initial Proposal of the SEIU and the Initial Proposal of the District for a Successor Collective Bargaining Agreement by placing a special order of business on its agenda for the October 30, 2003, public meeting.

Government Code Section 3547 reads in relevant part that (a) all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records, and (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer, and (c) after the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

SHARED GOVERNANCE REVIEW:

Yes:_____; No:__X___; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby adopts the District's Initial Proposal to the SEIU for a Successor Collective Bargaining Agreement, a copy of which is on file with the Chancellor's Office and the Employee Relations Office, is available for inspection, and is hereby incorporated by reference as part of this Resolution.

Originator: Peter Goldstein
with Steve Hale

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **October 30, 2003**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
with the Intent to Retire
(031030 – RPT)

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Benjamin, Joan C.	Part-time	Business	Chinatown	05/23/03

Originator: Clara Starr

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **October 30, 2003**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
(031030 – RPT)

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Dean, Diana Morgan	Part-time	DSPS	Ocean	05/23/03
Scheatzle, Matthew	Part-time	Art	Ocean	1/15/02

Originator: Clara Starr

CITY COLLEGE OF SAN FRANCISCO
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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contract activity September and October 2003, City College of San Francisco

This report is for information only on City College of San Francisco contract activity, September and October 2003.

Contracts involving less than $50,000:

San Francisco Municipal Railway (MUNI) – Contract total $8,969, term October 7, 2003 to December 20, 2003, for providing a 3-unit "ADMJ 85" credit class.

Visitacion Valley Community Center – Contract total $10,000, term September 22, 2003 to May 26, 2004, for providing a 3-unit "Psychology 1" credit class.

Seton Medical Center – Contract total $24,000, term August 18, 2003 to December 19, 2003, for providing 252 hours of training for the Certified Nurse Assistant Program.

Wells Fargo Bank – Contract total $800, term October 15, 2003 to November 30, 2003, for providing 4 hours of "Presentation Skills" workshop.

Judy Teng, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between September 26, 2003 and October 30, 2003, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, September 26, 2003 – October 30, 2003.

Grants involving less than $500,000 and less than a $50,000 cash match:

State Chancellor's Office – The Northern California Biotechnology Center, hosted by CCSF, received an extension on its 2002 – 2003 award. The original period, July 1, 2002 – June 30, 2003, has been extended to December 31, 2003. The award is not to exceed the original amount of $178,875. Additional information can be found in Resolution 021107-B11.

Robert S. Gabriner, Originator

State Chancellor's Office – The Center for Student Success, hosted by CCSF, received an extension on its grant funding to address the needs of consortium colleges meeting Partnership for Excellence target areas. The grant will now extend through May 30, 2004 and will not exceed its original amount of $187,500.

Robert S. Gabriner, Originator

Yosemite Community College District – The Yosemite Community College District's Child Development Training Consortium has awarded funds to CCSF's Child Development and Family Studies Department to support personnel employed in child care settings who are enrolled in credit child development classes. Students will receive a tuition refund upon successful completion of courses at $60 each. The award is in the amount not to exceed $31,250 during the period of August 1, 2003 – July 31, 2004.

Lawrence C. Klein, Originator

CCSF Real Estate Education Center – CCSF's Real Estate Education Center will receive revenue from the sale of Student Guides through the Yosemite Community College District. The funds are in the amount of $15,472.61 and will be expended as needed by the Real Estate Education Center; there is no start or end date.

Steven Glick, Originator

Grants involving more than $500,000 and less than a $50,000 cash match:

The Lumina Foundation – CCSF received an award from The Lumina Foundation to support expansion of the National Articulation and Transfer Network. Specifically, funds will be used to create a system for institution to institution, program to program, and course to course articulation agreements that enable students to transition into and through post-secondary education and ultimately achieve their education and career goals. The award is in the amount not to exceed $2,550,400 for the period of November 1, 2003 – October 31, 2006.

The proposed activities link to the following College priorities: **SP2.7.**, expand the identification by faculty of learning outcomes and assessment of student learning at the course, program, and College levels; **SP4.6.**, expand efforts to reach current middle and high school students, high school dropouts, and high school graduates in collaboration with SFUSD and other Bay Area school districts; **SP5.3.**, expand the success of the College transfer function; **AP Operational Objective 1**, ensure student access, progress, success and transfer readiness through an effective and expanded approach to improving basic skills, remediation, and transitional studies including instruction, academic and student support services, and other services as necessary; **AP Developmental Objective 2.3.**, continue to expand transfer support programs for students seeking to transfer to baccalaureate institutions; **AP Developmental Objective 4.4.**, expand and improve recruitment efforts and linkages with schools, colleges, universities, and community-based organizations; **AP Developmental Objective 4.6.**, expand number of articulation agreements with schools and colleges.

Dr. Philip R. Day, Jr., Originator

The California Endowment – CCSF's Welcome Back program received an extension from The California Endowment on its grant to bridge internationally trained health care workers living in California with the state's need for competent health care workers. The grant will now extend through July 31, 2004 and will not exceed the original award of $2,003,230. Additional information can be found in Resolution 020425-B11.

Linda Squires Grohe, Originator

Grant-funded contracts involving less than $50,000:

CCSF Fix-a-Gene – CCSF's Fix-a-Gene project will amend its agreement with UCSF for a post-doctoral research assistant position at UCSF to work on the project. The new terms of the agreement are October 1, 2003 – August 31, 2004. The contract amount will remain the same at $47,739. Additional information can be found in Resolution 021121-B14.

Wing Tsao, Originator

CITY COLLEGE OF SAN FRANCISCO

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Notice

AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

OCEAN AVENUE CAMPUS
PIERRE COSTE DINING ROOM
50 PHELAN AVENUE
SAN FRANCISCO
THURSDAY, November 20, 2003
5:00 P.M.

DOCUMENTS DEPT.

NOV 18 2003

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I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9) (a))

1. Santos-Sazo v. SFCCD et al
San Francisco Superior Court Case # CGC-03-424973

2. Caspian Wholesale Inc. V. SFCCD, et al
San Francisco Superior Court Case CGC- 03-426149

3. Amar v. SFCCD, et al
San Francisco Superior Court Case # CGC-02-413646

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – three cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957) (Instructor Vocational Nursing)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council

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DR. PHILIP R. DAY, JR., CHANCELLOR

(DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

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NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

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LOCATION: OCEAN AVENUE CAMPUS
50 PHELAN AVENUE
SAN FRANCISCO, CA. 94112
PIERRE COSTE BANQUET ROOM

DATE: **THURSDAY, NOVEMBER 20, 2003**

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: OCEAN AVENUE CAMPUS
50 PHELAN AVENUE
SAN FRANCISCO, CA. 94112
PIERRE COSTE DINING ROOM

DATE: **THURSDAY, NOVEMBER 20, 2003**

TIME: **6:00pm**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

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DR. PHILIP R. DAY, JR., CHANCELLOR

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (http://www.ccsf.edu/vcfa).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

 a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

 b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

 c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

Ocean Avenue CAMPUS

Pierre Coste Dining Room

50 Phelan Avenue
San Francisco

Thursday, November 20, 2003

Open Session - 6:00 p.m.

I. Roll Call

II. Pledge of Allegiance

III. Approval of Minutes
Regular Meeting Minutes – October 30, 2003

IV. Adoption of Resolutions Agenda

V. Approval of Consent Agenda Items as Listed

VI. Special Presentations

- Statewide Community College Voter Registration- Prof. Tim Killikelly & Dean Leslie Smith
- Recognition of Annual Holiday Card Design Award Winners- Chancellor Day & Prof. Lorraine Leber,

VII. Monthly Financial Report – James Kendrix & Peter Goldstein

VIII. Action on Other Resolutions Agenda Items

IX. Report from Constituent Groups

- Academic Senate - David Yee, President
- Associated Students - Greg Turnage, President – Ocean Avenue Campus
- Classified Senate - Rose Vela, President

X. Board of Trustees' Report

XII. Chancellor and Staff Reports

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XIII. Closed Session Announcements - Legal Counsel Ronald Lee

XIV. Requests to Speak

XV. Adjournment

FINANCE

GENERAL FUND

B1 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 2003.

CAPITAL OUTLAY

B2 - Authorization for four (4) Contract Modification totaling- $130,000 for Special Services Contracts and Construction Contracts *c

B3 - authorization be hereby given to contract with the lowest responsible bidder, JMA Construction, for the project: Restroom Renovation Project – Student Union Building – Ocean Avenue Campus, to be completed on or before February 2004 at a cost of not to exceed $138,000 *c

B4 - Authorization to renew contract for special services with NBH Solutions, LLC at a cost not to exceed $158,000 *c

B5 - Authorization to enter into a Memorandum of Understanding with Asian Inc for the development of replacement housing related to the creation of the New Chinatown Campus and to allocate $1,750,000 in funds for the creation of such housing

GRANTS/CONTRACTS

B6 - Authorization to modify existing Grants/ Contracts *c

B7 - Authorization be given to renew into a 3-year licensing agreement with WebCT, Inc. for the use of their on- line course management system for total cost not to exceed $67,000 *c

B8 - Amending the Agreement with the firm of Morgan, Lewis, & Bockius, LLP for the Providing of Legal Service in Areas Related to Project Labor Agreements for an additional $15,000. *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

EQUIPMENT, SUPPLIES & SERVICES

C1	-	Procurement of equipment, supplies, services etc., less than $3,000	*c
C2	-	Procurement of equipment, supplies, services, etc., $3,000 or more	*c
C3	-	Acceptance of Gifts	*c

HUMAN RESOURCES

G1-5	-	Academic Employees, Credit Program, District Funded	*c
H1-2	-	Academic Employees, Credit Program, Categorically Funded	*c

POLICY

P1	-	Amending the SFCCD Policy Manual By Adding Section 7.25, Small Business Enterprises
P2	-	Amending the SFCCD Policy Manual By Adding Section 7.26, Employees of Construction and Construction-Related Contractors

SPECIAL

S1	-	Authorization to establish new wage rates/ premiums and benefits levels for fiscal year 2003-2004
S2	-	College Accreditation Self-Study Appointment of Milton Marks

REAL ESTATE

W1	-	Authorization be hereby given for a contract renewal with Bay Area Motorcycle Training, January 1, 2004 through December 31, 2004, with the possibility of three single year extensions upon mutual agreement between the District and BAMT for the use of the reservoirs at Ocean Campus on Sundays for Motorcycle training	*c

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **December 16, 2003**
GOUGH STREET CAMPUS
33 GOUGH STREET

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

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Tabled From October 30, 2003 Board Meeting

DATE: November 20, 2003 **B1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 2003.
(Resolution No. 031120-B1)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California Community College Districts to report quarterly on their financial condition. Starting with the quarter ending June 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

SHARED GOVERNANCE REVIEW:
Yes: _____; No: X : If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended June 30, 2003 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

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DATE: November 20, 2003

B2

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: **CAPITAL OUTLAY**
Authorization for four (4) Contract Modifications totaling - for Special Services Contracts and Construction Contracts (Resolution No. - 031020-B2) **$ 130,000**

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS	Project Budget	Total Project Funds Committed With This Action	
A	020627-B1 Network System Design	Angus-Hamer	$151,000	4	$ 40,000	$191,000	Additional voice & data engineering services to assist with projects currently under construction.	$ 191,000	$ 191,000	
B	030130-B4	Photisis Consulting	$33,000	1	$ -	$33,000	Extension of the contract to June 30, 2004 from December 31, 2003	$ 33,000	$ 33,000	
C	030626-B4	Strata Information Group (SIG)	$115,000	1	$90,000 *	$205,000	Implementation services for Banner Degree Audit funding by (?)	$ 205,000	$ 205,000	
D	030424-B1	Nextira One	$ 1,953,000	1	$ -	$1,953,00	Extension of the contract to June 30, 2004 from December 31, 2003. The college wishes to extend the date to ensure a smoother Transition.	$1,953,000	$1,953,000	

**To be charged to technology portion of 2001 Bond issue if approved by bond counsel, if not approved will be charged to student services block grant.*

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: All of the contract modifications contained in this resolution comply with Public Contract Code Section 20659, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
w/ David Liggett

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DATE: October 20, 2003 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Restroom Renovation Project – Student Union Building – Ocean Avenue Campus
(Resolution No. 031120-B3)

BACKGROUND INFORMATION:

The District publicly advertised the Bid Invitation for the Restroom Renovation Project – Student Union Building – Ocean Avenue Campus and received eight (8) bids. Three (3) bids were responsive. The District wishes to contract with the lowest responsible bidder, JMA Construction, for the Project. This project consists of the complete renovation of the men's and women's restrooms located on the lower level of the Student Union Building. The rooms will be upgraded to current accessibility code requirements and renovated to include new finishes, fixtures; and equipment.

The project is funded with 1997 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No _X_; if yes, which committee:

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, JMA Construction, for the project: Restroom Renovation Project – Student Union Building – Ocean Avenue Campus, to be completed on or before February 2004 at a cost of not to exceed $138,000, and

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DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $13,800, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: November 20, 2003 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to renew contract for special services with NBH Solutions, LLC at a cost not to exceed $158,000
(Resolution No. 031120 – B4)

BACKGROUND INFORMATION:
Project: *Project Planning and Management Services for The 2001 Prop "A" Bond Capital Improvement Program*

NBH Solutions has provided leadership, management and consulting expertise in support of the information technology projects funded by the 2001 Bond. During this calendar year, NBH Solutions planned and provided project management in support of the college's completion of technology projects funded by the 2001 Bond, led the development of the plan for the upgrade of more than 2,400 desktop computers, helped plan the upgrade of intra-campus and internet connectivity, developed the management and technical support structures and standards essential to support the new computing environment, worked with staff to define the methods and curriculum for training faculty and staff in the use of new technologies, helped the college select a new telephone/ voice system, wrote or assisted with the writing of several Requests for Proposals, and refined the technical approach for the development of an education plan that shares data with the SCT Banner Degree Audit module.

While much progress has been made, additional direction, management and technical expertise is required for the college to complete the projects funded by the 2001 bond. Principal among these projects are the design and implementation of a converged network that builds upon our on-campus network to enhance district-wide communications. This new communications infrastructure will carry voice, data and video transmissions between campuses and is a major, complex project that will ultimately provide all communications throughout the district. This final piece of our new communications infrastructure requires the completion of our new telephone

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DR. PHILIP R. DAY, JR., CHANCELLOR

solution, the introduction of digital technology to replace our antiquated analog video technology, and the convergence of all communications signals on one backbone.

Given the improvement in services and the recurring savings offered by improved inter-campus connectivity, it is important that the college quickly build upon its successes. This complex project and other related initiatives require the services of NBH Solutions because this firm has supported the college during the first and second year of 2001 bond technology projects and can leverage this experience and knowledge to efficiently and effectively manage our information technology projects and services during the next year.

WORK SCOPE SUMMARY

Calendar 2003 Accomplishments

During 2003 NBH Solutions LLC provided leadership, management and consulting expertise in support of the information technology projects funded by the 2001 Bond. Specifically, NBH Solutions LLC:

- Planned and provided project management in support of the college's completion of technology projects funded by the 2001 Bond
- Led the development of the plan for the upgrade of more than 2,400 desktop computers
- Helped plan the upgrade of intra-campus and internet connectivity
- Developed the management and technical support structures and standards essential to support the new computing environment
- Worked with staff to define the methods and curriculum for training faculty and staff in the use of new technologies
- Helped the college select a new telephone/ voice system
- Wrote or assisted with the writing of several Requests for Proposals required for the acquisition of:
 - Campus Inter-connectivity Fiber Links
 - Library System

- New Telephone/VoIP System

- Continued planning for the next generation network that will transmit voice, data and video signals between college campuses

- Helped the College avoid the cost of a new degree audit solution for students by redirecting efforts towards an existing application within SCT Banner

- Refined the technical approach for the development of an education plan that shares data with the SCT Banner Degree Audit module

- Saved the College over $350,000 by reducing the purchase price while acting as the lead negotiator for the new voice system contract with NextiraOne

- Helped the College realize at least $5,000,000 in operating budget savings over ten years through the replacement of the Centrex telephone system

- Assisted in the planning of technology solutions designed to support the Title III Grant activities.

Calendar Year 2004 Scope of Work

While much progress has been made, additional direction, management and technical expertise is required for the College to complete the projects funded by the 2001 bond.

The scope of work includes:

1. Technical leadership, project planning and project management in support of college wide computer network, technology upgrades, and other initiatives under the Bond 2001 Project. Principal projects include:

 a. Negotiation of a contract that will plan, design and implement a converged network that builds upon on the newly completed on-campus network to enhance district-wide communications

 b. Facilitate the development of an educational technology plan leading to the provision of technology solutions and academic support services to faculty and students

c. Help the College acquire and install an electronic document management and imaging system by:
 i. Assessing vendor qualifications
 ii. Assessing technical viability of the proposed system architecture
 iii. Negotiating a document imaging contract
 iv. Planning for system implementation in the:
 1. Financial Aid Office
 2. College Work-Study Office
 3. Grants Accounting Office
 4. Institutional Research and Planning Office
 5. Chancellor's Office
 v. Assisting with the building of a cadre of ITS staff prepared to implement imaging throughout the College

d. Planning of additional network services, such as fax services, wireless access, and increased student access

2. The redesign of how information technology services are delivered in support of College operations

3. Planning of technology solutions to meet the activity needs of the Title III Grant

4. Advice and consultation related to policy development by the Information Technology Policy Council

5. Special assignments for the Chancellor, including but not limited to the following:

 a. Management support of ITS

 b. Technical leadership in support of the selection, adoption, deployment and integration of technologies college-wide.

SHARED GOVERNANCE REVIEW:

Yes _____; No __X__; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be given to contract with NBH Solution, LLC for special services and advice to provide the District with Technology Planning Management Services for technology portion of the 2001 Proposition "A" Bond Capital Improvement Program for a twelve (12) month period from January 1, 2004 through December 31, 2004 for total fee not to exceed $158,000.

FURTHER BE IT RESOLVED: That the cost of this contract will be funded with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

COMPANY PROFILE

Richard Middaugh, CEO of NBH Solutions LLC, will serve as the primary consultant for City College. Mr. Middaugh has more than twenty-five years experience in higher education serving as a Chief Information Officer, technology consultant, administrator, and teacher.. Mr. Middaugh served on the Technology Advisory Board for CARS Information Systems guiding the development of software solutions; as a Vice President for Jenzabar, a higher education software vendor; and has provided technology consulting, project management, and technical expertise to more than thirty-five colleges and universities.

The consultants from NBH Solutions will work with, direct, and guide the selection of outside consultants, contractors and vendors for networking and technology upgrades; direct and guide the assigned staff and/or outside consultant team to establish control budgets, project schedules, and implementation methods; direct and guide the assigned staff and/or outside vendor teams to ensure that project budgets and schedule requirements are fulfilled as called for by the college.

Richard W. Middaugh

Richard Middaugh is President of NBH Solutions, a firm that specializes in the provision of technology solutions and project management within higher education. Mr. Middaugh provides leadership, project management, and strategic and operational technology consulting to colleges and universities. His goal is to help clients understand, acquire, manage, implement, and leverage technology to achieve institutional goals.

Before becoming the President of NBH Solutions, Mr. Middaugh was Vice President of Major Accounts for Jenzabar, Inc. He led a team providing enterprise administrative, academic and e-learning software applications and implementation services to approximately 250 accounts in the North America.

Previously, as General Manager for COLLEGIS, Inc., Mr. Middaugh concurrently managed multiple data centers at colleges and universities. He also served as a senior technical consultant. His experience includes managing numerous network and telecommunication projects as well as systems and application software implementation projects. Additionally, Mr. Middaugh held the position of Executive Director of Information Technology at North Shore Community College. He directed a major computer and network upgrade project that resulted in the integration of voice, video and data into a seamless wide area communications network serving the college district and seven high schools.

Previously, Mr. Middaugh was the Chief Information Officer for Daytona Beach Community College, directing Telecommunications, Information Systems, Academic Computing, Distance Education, Library, and Computing Support Services. Mr. Middaugh managed the migration of administrative and academic computing applications to client-server systems, implemented a computing and network infrastructure, performed a college-wide rollout of network and desktop applications and services, and conducted an engineering feasibility study on the integration of video, voice and data.

Richard Middaugh has more than twenty-five years experience in higher education and information technology. His knowledge of information technology is augmented by a keen appreciation of the unique mission of community colleges gleaned from experience as a student, faculty member, analyst and senior technology administrator at community colleges.

Mr. Middaugh has helped over thirty higher education institutions find and implement technology solutions. He received the Master of Arts and the Bachelor of Arts from the University of South Florida. He also holds an Associate in Arts from Hillsborough Community College.

A partial list of institutions served by Richard Middaugh includes:

City College of San Francisco
Hillsborough Community College
Rhode Island Community College
Niagara Community College
Massasoit Community College
Cape Cod Community College
Trinity Valley Community College
Edison Community College
St. John Fisher College
The Atlanta University Consortium
Clarkson University
Wentworth Institute of Technology
Stephen F. Austin State University
Roger Williams University
Sam Houston State University
Brooklyn Law School
Virginia State University

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to enter into a Memorandum of Understanding with Asian Inc for the development of replacement housing related to the creation of the New Chinatown Campus and to allocate $1,750,000 in funds for the creation of such housing (Resolution No. 031120- B5)

BACKGROUND INFORMATION:
In 1998, as required by the California Environmental Quality Act, the Board of Trustees adopted a final Environmental Impact Report (EIR) for the development of a permanent new Chinatown Campus on Columbus Avenue. As a result of the environmental review process, the College agreed to provide replacement housing in the Chinatown/North Beach area for the 21 units of housing stock currently in the Fong Building, and listed three possible methods for replacing this housing stock: contributing funds to a construction project administered by another organization, including housing on the site of the new campus, or constructing new housing by the District elsewhere in the Chinatown/North Beach Area. After consulting with the project architect's the administration has concluded that including housing on the site of the new campus is not feasible. Consequently the College has actively sought out partners who would accept a financial contribution from the College for a housing development project that could replace the housing stock from the Fong Building at a new location in the Chinatown/North Beach area.

This month, the College completed successful and cooperative negotiations with Asian Inc. to form a partnership for the development of housing in Chinatown on the "YMCA site" on Sacramento Street. The College will contribute $1.75 million to a project that will result in the creation of twenty-four units of new affordable housing. The College's financial participation in this project would thereby fulfill the College's commitment to replace the housing stock demolished for the purpose of creating the new campus. The College's payment will come from a combination of two sources; interest earned on the College's 2001 general obligation bonds and funds available in the College's Chinatown Relocation Fund.

As the attached copy of the MOU indicates, Asian Inc has agreed to give first preference for the new housing units at the YMCA site to households displaced by the College as a result of the creation of the new Chinatown/North Beach Campus.

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization is given to enter into a Memorandum of Understanding with Asian Inc for the development of replacement housing necessitated by the creation of the New Chinatown Campus and to allocate $1,750,000 in funds from a combination of two sources; interest earned on the College's 2001 general obligation bonds and funds available in the College's Chinatown Relocation Fund, for the creation of such housing thereby fulfilling the College's commitment to replace the housing stock demolished for the purpose of creating the new Chinatown/North Beach Campus, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

MEMORANDUM OF UNDERSTANDING
BETWEEN
ASIAN, INC.
AND
COMMUNITY COLLEGE DISTRICT OF SAN FRANCISCO

COPY

This Memorandum of Understanding ("MOU") is entered into this 5th day of November, 2003 by and between Asian, Inc., a California nonprofit public benefit corporation ("Asian, Inc.") and the San Francisco Community College District (a "College") with reference to the following facts:

A. College is in the process of constructing a new consolidated campus to be located at Columbus and Washington Avenues in the Northbeach/ Chinatown area of San Francisco. The College has acquired certain properties for the new campus, one building of which include residential units. As a result of the construction of the new campus the College will displace 18 households. The College has committed to make all efforts possible to provide affordable replacement housing for the 18 households to be displaced as a result of construction of the new campus.

B. Asian, Inc., is a nonprofit that among other things develops and operates affordable housing developments in San Francisco. Asian, Inc., currently is working on a proposed affordable housing development in coordination with the entitlement and permitting requirements of the reconstructed and rehabilitated Chinatown YMCA facility, a project funded by the Chinatown YMCA and the Metropolitan YMCA, to be located at 855 Sacramento Street on the property occupied by the Chinatown YMCA ("Chinatown YMCA Apartments"). Pursuant to the terms of this MOU, Asian, Inc has agreed to give a first preference to households displaced by the College in the occupancy of the Chinatown YMCA Apartments in return for the College contributing funds to the development of the Chinatown YMCA Apartments.

C. This MOU sets forth the parties understandings regarding the development and operation of the Chinatown YMCA Apartments and the obligation of the College to provide funding to Asian Inc to be used for the Chinatown YMCA Apartments.

NOW, THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. Development of Chinatown YMCA Apartments. Asian, Inc shall be solely responsible for the development and operation of the Chinatown YMCA Apartments, which shall consist of at least 24 units of housing available for occupancy to low and very low-income households on or before December 31, 2006. In order to accomplish development of the Chinatown YMCA Apartments, Asian, Inc. shall complete the following tasks in accordance with a schedule to be agreed upon by the parties and set forth in the loan agreement referred to in Section 2.. Failure of Asian, Inc. to complete any of the tasks set forth below within the times agreed to by the parties is

grounds for termination of this MOU and for the College to cease to provide any funding required pursuant to this MOU.

(a) Site Control. Following execution of this MOU, Asian Inc., shall provide the College with evidence of site control of 855 Sacramento Street. Site control can be evidenced by a grant deed, a fully executed lease for a term of not less than 55 years, or an option agreement in a form approved by the College.

(b) Tax Credit Application. Asian, Inc. shall submit an application for an allocation of Low Income Housing Tax Credits to the California Tax Credit Committee not later than the deadline for the 2004 application round. Asian, Inc. shall provide the College with a copy of the application package at the time the application is submitted to TCAC.

(c) Entitlements. Asian, Inc. shall obtain all necessary land use approvals and permits for the construction of the Chinatown YMCA Apartments, other than a building permit by a date to be agreed upon by the parties.

(d) Financing. Asian, Inc shall provide the College with evidence of financing commitments, including an allocation of Low Income Housing Tax Credits, sufficient to construct the Chinatown YMCA Apartments. The evidence of financing shall include commitment letters from lenders containing only those conditions typical for similar transactions, evidence of sufficient equity and other sources of funds sufficient to cover all of the cost of acquisition and construction, including soft costs.

(e) Commencement of Construction. Asian, Inc. shall commence construction of the Chinatown YMCA Apartments on a date mutually agreed upon between the Chinatown YMCA and Asian, Inc., but in no event no later than June 30, 2005.

(f) Completion of Construction. Asian, Inc., shall complete construction of the Chinatown YMCA Apartments no later than December 31, 2006.

2. College Funds. The College shall provide to Asian, Inc. funds in the amount of One Million Seven Hundred Fifty Thousand Dollars ($1,750,000) (the "College District Funds") in accordance with the provisions of this MOU. Asian, Inc. shall use the College District funds exclusively for predevelopment and development costs associated with the Chinatown YMCA Apartments. The College District Funds shall be provided to Asian, Inc. pursuant to a loan agreement between Asian, Inc. and the College. The Loan Agreement shall provide for disbursement of the College District Funds for predevelopment and development costs upon presentation of invoices or other evidence from Asian, Inc. of costs incurred. Upon satisfaction of the requirements set forth in paragraphs 1(a), (b) and 1(c) the College District Funds loan shall be secured by a deed of trust on the property, subordinate to the other financing obtained by Asian, Inc. for the development of the Chinatown YMCA Apartments. Upon completion of

construction of the Chinatown YMCA Apartments and occupancy in accordance with the schedule set forth in this Agreement, the College shall convert the loan of the College District Funds to an unsecured loan on terms to be agreed upon by the parties.

3. First Preference for College District Displacees. To the maximum extent allowed under federal, State and local fair housing laws, Asian, Inc., shall give a first preference in occupancy of the Chinatown YMCA Apartments to qualified tenants who were displaced by the College. The College and Asian, Inc., shall establish a Tenant Selection Committee for the marketing and selection of tenants at the Chinatown YMCA Apartments consisting of representatives of the College and Asian, Inc. The Tenant Selection Committee shall identify and document the needs of potential tenants who qualify for the first preference for displaces from the College property and shall work to ensure that the College District displacees receive the first preference in occupancy of the Chinatown YMCA Apartments. In the event any lender providing financing for the Chinatown YMCA Apartments refuses to allow Asian, Inc. to implement the First Preference for College District Displacees, Asian, Inc. will provide the College with such information and provide the College with the opportunity to meet with the lender to discuss the first preference.

4. Communication. Communications between the Parties shall occur frequently and on a regular basis and each Party shall endeavor to keep the other informed, on a timely basis, of all significant events affecting the development of the Chinatown YMCA Apartments. Asian, Inc. shall provide the College with written quarterly progress reports on the development of the Chinatown YMCA apartments.

5. Termination. Either Party may terminate this MOU upon giving the other Party one hundred twenty (120) days prior written notice, provided, however, upon receipt of a notice of termination from either party, the College shall be under no further obligations to provide additional College District Fund pursuant to the Loan Agreement. In the event this MOU is terminated prior to the completion of construction of the Chinatown YMCA Apartments, the College District Funds shall remain a loan with repayment to occur pursuant to the terms of the Loan Agreement.

6. Notices. Formal notices and communications between the Parties shall be sufficient given if, and shall not be deemed given unless, dispatched, with a delivery receipt, by (1) certified mail, (ii) express overnight courier, or (iii) personal delivery to the principal office of the appropriate Party as follows:

Asian, Inc.,

College: Community College District of San Francisco

7. Assignment. Neither Party shall assign its interest in this MOU in whole or in part without the prior written consent of the other Party, nor shall any assignment without consent be valid.

8. Authority. The Parties represent that their respective Boards of Directors have adopted resolutions authorizing the execution of this MOU, and that the person executing the MOU on behalf of the respective party is duly authorized to do so.

9. Entire Agreement. This Agreement shall constitute the only and entire agreement between the parties and shall supercede all other agreements both oral and written. Any proposed amendments thereto must be made in writing and executed by each individual Party.

ASIAN, INC., a California nonprofit public benefit corporation

By: _____
Harold T. Yee, President

Date: 5 Nov 03

Community College District of San Francisco

By: _____
Peter Goldstein
Vice Chancellor
Finance & Administration

Date: 11/5/03

Subject to Board Approval

DATE: November 20, 2003

B6

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
(Resolution No. 031120-B6)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/CONTRACTOR	ORIGINAL CONTRACT DATE	PREVIOUSLY AUTHORIZED AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS : ORIGINATOR
A	010628-B24 020926-B13 021121-B12	CCSF Regional Health Occupations Resource Center (RHORC)	7/1/02 – 6/30/03	$173,384	Renew RHORC sub-recipient award with San Francisco State University (SFSU) for the period of 7/1/03 – 6/30/04	$165,168	Renew sub-recipient award with SFSU* Linda Squires Grohe, Originator

	ORIGINAL RESOLUTION NUMBER	GRANTOR/CONTRACTOR	ORIGINAL CONTRACT DATE	PREVIOUSLY AUTHORIZED AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS : ORIGINATOR
B	010830-B13 020425-B14 030626-B16	The Rsmart Group (TRG)	10/1/01-09/30/02 05/1/02-04/30/03 07/1/03-06/30/04	$ 285,000 $ 625,000 $ 270,000 $1,180,000	Contract renewal for December 2003 through June 2004 increasing the amount by $220,000	$ 1,400,000	Renew contract to retain the Rsmart Group as the technology partner for the National Articulation and Transfer Network (NATN) following the renewal of grant funds for the third year of the Fund for Improvement of Postsecondary Education (FIPSE) Originator: Dr. Philip R. Day, Jr.

* While RHORC usually receives notification of renewal in July, the announcement to continue funding was made late by CCCCO due to the State's delayed budget resolution and fiscal crisis. Given the belated notification of this funding by the State, the project must submit this matrix item retroactively.

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modification to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003 **B7**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GRANT FUNDED**
TTIP Human Resources Funds
Authorization to Renew software licensing of $67,000 with WebCT INC.
(Resolution No. 031120-B7)

BACKGROUND INFORMATION:

City College of San Francisco began offering on-line courses in Fall 2000. The College currently offers 30 different on-line courses, spanning 35 sections and serving 1200 students. The online courses have been very successful, with average class size exceeding the average for the traditional lecture courses. Our on-line courses have allowed students who have traditionally not been able to attend City College the opportunity to take our courses. In addition, a number of students from our current student population now have the opportunity to combine traditional classes with on-line classes to better meet their scheduling needs and educational objectives. The College has also been using WebCT as the course management system to deliver the on-line courses and provide faculty and students with Internet tools for communication, collaboration and research. The WebCT software is also used to support courses where the instructors have developed Web-supplemented components for traditional lecture courses. Currently there are 52 instructors serving 1250 students in Web-supplemented courses. In addition, another 47 instructors are using WebCT to develop on-line courses or web-supplements to courses, or to try out the software with their students (250 student users).

When the College first began to offer on-line courses in Fall 2000, we started with 8 courses serving 220 students in Fall 2000. At the time, the College procured an annual license to use the WebCT software for $7,000. This license has a user limit of 3,000. Today, we are at 2700 users. With 42 on-line

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courses slated to begin in Spring 04, we expect to exceed this limit. In addition, Speech 1A is requesting WebCT accounts for their 800 students. As the Education Technology Office staff continues to work with faculty, the demand for usage of this software is expected to grow, both because of the growing number of on-line courses, and an increasing number of instructors who wish to use web-supplemented components with their lecture courses.

This resolution will authorize a 3-year agreement with WebCT for the Campus Edition Institutional license of their course management system, which allows City College to use their software without limitation as to the number of users.

. The State Chancellor's Office Telecommunications Technology Infrastructure Program (TTIP) Human Resources Funds for technology staff development will cover the cost of this resolution.

RECOMMENDATION:

RESOLVED: That authorization be given to renew into a 3-year licensing agreement with WebCT, Inc. for the use of their on- line course management system for total cost not to exceed $67,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein/Mamie How, Originators

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACT
Amending the Agreement with the firm of Morgan, Lewis, & Bockius, LLP for the Providing of Legal Service in Areas Related to Project Labor Agreements for an additional $15,000.
(RESOLUTION NO. 031120-B8)

BACKGROUND INFORMATION:

The Board ratified an agreement with the firm of Morgan, Lewis & Bockius to provide legal services in areas related to project labor agreements by passing Resolution 020627-B7 on June 27, 2002, for an amount not to exceed $85,000. The firm has provided services to the District in this vital area, but the amount initially thought to be sufficient and authorized by the Board was not sufficient. The Board then amended the original agreement for an additional $50,000 by passing Resolution 030626-B7 on June 26, 2003. However, the activities of drafting agreements and meeting with union leadership have proven to be extremely labor intensive such that the augmented amount is still not quite sufficient. This resolution authorizes an additional $15,000 for this agreement. Monies for this expenditure are paid from Bonds authorized by the 2001 election.

RECOMMENDATION:

RESOLVED: That Resolution 020627-B7 be amended to increase the authorized expenditures by an additional $15,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or other designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Ronald Lee, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO
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DATE: November 20, 2003 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 031120-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $ 347,807.50 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

DIRECT PAYMENT VOUCHER	$48,043.65
PURCHASE ORDER	286,982.80
TRAVEL/MILEAGE	12,781.50
Total	$347,807.50

James Kendrix, Originator

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Date: November 20, 2003 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No.031120-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

Please note that some of the items represent significant expenditures but are actual annual payment encumbrances which are dispersed monthly. In some cases, these items are paid in simple annual payment given the terms and the conditions of our vendor contracts. These items are identified for you in the attachment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL: $1,947,362.34

James Kendrix, Originator

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	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
2		UPYENC	4900	5190	6600	S	Central Services	Mason Tillman Associates, Ltd.	VPA7162C	13,176.25	Consulting
3		UPYENC	4900	5190	6600	S	Central Services	Mason Tillman Associates, Ltd.	VPA7162D	5,000.00	Consulting
4		UPFX	2010	5801	6730	S	Partnership for Excellence	AC Ad Club	DPB2345	6,555.82	Advertising
5		UPFX	2058	4211	6750	S	Staff Development	Specialty's Cafe and Bakery	DPB5307	7,200.00	Supplies-Flex Day
6		U	0020	5130	6600	S	Chancellor's Office	American Assoc. of Comm. Colleges	DPB3121	7,265.00	Membership/Dues
7		U	0020	5130	6600	S	Chancellor's Office	The Academic Senate	DPB3123	7,157.59	Membership/Dues
8		U	0040	5802	6600	S	Public Information	Trend Offset Printing Services, Inc.	POB5260	3,078.15	Advertising
9	*	U	0070	5720	6600	S	General Counsel Office	Battiste L	PSA6685A	6,614.50	Legal services
10		U	3562	4301	6770	S	College Services	Spicers Paper Inc	PO94970	16,492.69	Supplies
11		U	3562	4301	6770	S	College Services	A.B. Dick Company	PO94971	5,463.11	Supplies
12		U	3562	4303	6770	S	College Services	Scantron Corp	DP94948A	18,222.47	Supplies
13		U	3564	5350	6770	S	Mail Services	Reserve Account	DPB5006	30,000.00	Postage
14		U	4060	4303	6600	C	Outreach & Recruitment	CCSF Bookstore	TPA9491	10,000.00	Supplies
15		U	5110	4301	6010	C	Provost's Office	Standard Register	POB1122	3,703.20	Supplies
16		U	5110	6414	7220	C	Provost's Office	New Brunswick Scientific Co., Inc.	POB4456	5,637.01	Equipment
17		U	5120	5190	6120	C	Summer/Intersession	Information Systems Consultants, Inc.	TPA8599	9,600.00	Consulting
18		U	7184	5610	0900	N	Apprenticeship Program	Stationary Engineers, Local No. 3	VPB0022C	25,520.38	Facility Rental
19		U	7224	4303	0400	C	Biology	Hardy Diagnostics	TPA6823A	3,688.29	Supplies
20		U	7538	5190	1000	C	Music	ASCAP	DPB1476	4,089.02	Consulting
21		U	7556	5801	4900	C	Tech Mediated Instruction	WebCT Educational Technologies	POA3822	7,000.00	Advertising
22		U	9110	4301	6010	C	College Publications	Trend Offset Printing Services	POB1112	132,653.19	Supplies
23								**Subtotal Unrestricted**		**328,116.67**	
24											
25											
26		42161C	8811	6202	7100	H	HS-2003 Modernization	Keenan & Associates	DPB4778	120,163.00	Capital projects
27	*	42133M	8055	6204	7100	H	Art Building & Horticulture Improve	Sterling Environmental Corporation	CTB4734	58,500.00	Capital projects
28	*	42133M	8057	6203	7100	H	Art Building & Horticulture Improve	Inspection Services, Inc.	CTB4769	13,000.00	Capital projects
29	*	42133M	8058	6203	7100	H	Art Building & Horticulture Improve	Inspection Services, Inc.	CTB4769	13,000.00	Capital projects
30	*	42133M	8070	6203	7100	H	Art Building & Horticulture Improve	Inspection Services, Inc.	CTB4769	13,520.00	Capital projects
31		42133C	8070	6202	7100	H	Art Building & Horticulture Improve	Cor-O-Van Moving & Storage Co	DPB4768	6,870.97	Capital projects
32		733337	1130	6412	6960	S	Evans Campus-Motor Sports Club	Factory Five	POA8896	12,500.30	Equipment
33		612000	9900	9401	6720	S	Dental Coalition	Keenan & Associates	VPA7974E	207,695.00	Insurance
34		433005	8510	6202	7100		Downtown Campus Ground Flr Reno	Keenan & Associates	DPB4779	70,364.00	Capital projects
35		432602	8067	6413	7100		Desktop Upgrade	Computerland of Silicon Valley	POB4902	4,774.56	Equipment
36		432602	8067	6413	7100		Desktop Upgrade	D & D Security Resources, Inc	POB3640	3,381.96	Equipment
37		432601	8067	6201	7100		Feasibility Stdy of Fiber Based MAN	Pacific Communication Associates	CTA2184A	6,400.00	Capital projects
38		431002	8412	6201	7100		New Mission-Consulting Services	EIP Associates	CTB4730	34,981.02	Capital projects
39	*	221010	7138	4211	6940	C	Hotel/Restaurant	All Seas Wholesale, Inc.	TPB0650A	23,059.05	Supplies-Cafeteria
40	*	221010	7138	4211	6940	C	Hotel/Restaurant	Challenge Dairy Products	TPB0643A	19,913.54	Supplies-Cafeteria
41	*	221010	7138	4211	6940	C	Hotel/Restaurant	Modesto Food Distributors	TPB0641A	19,057.84	Supplies-Cafeteria
42	*	221010	7138	4211	6940	C	Hotel/Restaurant	Greenleaf Produce	TPB0625A	16,889.09	Supplies-Cafeteria
43	*	221010	7138	4211	6940	C	Hotel/Restaurant	Wilcox Frozen Foods	TPB0646A	12,223.20	Supplies-Cafeteria
44	*	221010	7138	4211	6940	C	Hotel/Restaurant	Berkeley Farms	TPB3301A	11,308.05	Supplies-Cafeteria
45	*	221010	7138	4211	6940	C	Hotel/Restaurant	San Francisco French Bread	TPB0637A	11,005.43	Supplies-Cafeteria
46	*	221010	7138	4211	6940	C	Hotel/Restaurant	Domestic Cheese Company	TPB0640A	10,215.45	Supplies-Cafeteria
47	*	221010	7138	4211	6940	C	Hotel/Restaurant	Dispenser Juice, Inc.	TPB0639A	9,585.25	Supplies-Cafeteria

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
48	*	221010	7138	4211	6940	C	Hotel/Restaurant	Esteson Company	TPB0630A	9,430.05	Supplies-Cafeteria
49	*	221010	7138	4211	6940	C	Hotel/Restaurant	Marble Bridge Funding Group	TPB0627A	5,817.04	Supplies-Cafeteria
50	*	221010	7138	4211	6940	C	Hotel/Restaurant	Seven Up Bottling Co. of SF	TPB0644A	5,756.35	Supplies-Cafeteria
51	*	221010	7138	4212	6940	C	Hotel/Restaurant	Pepsi-Cola San Francisco	TPB0635A	29,015.25	Supplies-Cafeteria
52	*	221010	7138	4403	6940	C	Hotel/Restaurant	Complete Linen Service	TPB0642A	16,219.18	Supplies
53		212115	7334	5610	6920	N	St Preschool FD 03-04 GWAP	Casa De La Raza Inc	LAB1870A	11,700.00	Facility Rental
54		211204	7371	5350	2100	S	CA Early Childhood Mentoring 03-04	Postage By Phone System	DPB1789	4,500.00	Postage
55	*	211032	7334	4303	6920	N	CCFP-Preschool 03-04	Safeway Inc.	TPB0487	40,000.00	Supplies
56	*	211032	7334	4303	6920	N	CCFP-Preschool 03-04	Alliant Foodservice, Inc.	TPB5851	8,000.00	Supplies
57	*	211032	7334	4303	6920	N	CCFP-Preschool 03-04	US Grocers Wholesale	TPB5854	5,000.00	Supplies
58	*	211032	7334	4303	6920	N	CCFP-Preschool 03-04	San Francisco Supply Master	TPB4641	5,000.00	Supplies
59	*	211032	7334	4303	6920	N	CCFP-Preschool 03-04	San Francisco Supply Master	TPB4640	4,000.00	Supplies
60	*	211031	7334	4303	6920	N	CCFP-Center Based 03-04	Safeway Inc.	TPB1898	3,000.00	Supplies
61		125506	7176	5000	6470	N	SF Assessment Center	JIST Publishing	PO97403	5,424.47	d
62		125501	9220	4102	6820	N	Continuing Education	Cambridge Ed. Services, Inc.	DPB2986	3,047.89	Supplies
63		123856	9320	5632	6120	C	Instr Equip & Materials 02-03	Savin Credit Corporation	LAA5366A	4,500.00	Equipment lease
64		123856	9320	6302	6120	C	Instr Equip & Materials 02-03	The Gale Group	TPA8584	8,450.00	Library Books
65		123856	9320	6302	6120	C	Instr Equip & Materials 02-03	The Book House	TPA8585	6,000.00	Library Books
66		123856	9320	6302	6120	C	Instr Equip & Materials 02-03	Eastern Book Company	TPA8580	4,850.00	Library Books
67		123856	9320	6305	6120	C	Instr Equip & Materials 02-03	ProQuest Information & Learning Co.	TPA8587	22,000.00	Library Books
68		123856	9320	6306	6120	C	Instr Equip & Materials 02-03	W.T. Cox Subscriptions, Inc.	DPA8600	3,233.05	Library Books
69		123854	3542	6411	6770	S	Inst Equip BlkGrnt-One Time	KI	PO62273	7,580.51	Equipment
70		123854	8760	6411	6770	S	Inst Equip BlkGrnt-One Time	Virco Mfg Corporation	POB2000	7,280.95	Equipment
71		123609	6440	6414	6430	C	EOPS Part A, B, & C	J. Snell & Co., Inc.	PO93191	3,554.46	Equipment
72	*	123609	6440	7600	6430	C	EOPS Part A, B, & C	CCSF Bookstore	TP3185A	338,924.68	Financial Aid
73		123387	7175	5190	6840	N	ECO-ATTC 02-03 CT#01-301	Ruddick S	PSB2755	3,500.00	Consulting
74		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Helmer K	PSB0329A	21,105.00	Consulting
75		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	McCormick-Baca K	PSB0330A	18,062.50	Consulting
76		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Terry J	PSB0339A	11,879.00	Consulting
77		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Gubin M	PSB2454	9,000.00	Consulting
78		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Castalia A	PSB0327A	5,182.00	Consulting
79		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Owen R	PSB2483	4,500.00	Consulting
80		122602	9210	5190	0500	N	T4E-SFDHS Edgewood Training 03-05	Edgewood Center for Children $ Fam	TPB5729	107,000.00	Consulting
81		121821	0020	5190	6600	S	FIPSE-NATN Earmark 2	The RSmart Group	TPB0933	140,000.00	Consulting
82		121511	7756	6414	1200	C	Vatea IIC 2003-2004	Bound Tree Medical, LLC	POB4615A	18,325.61	Equipment
83		121217	7421	5190	6840	S	SJ Foundation/SBDC -6months	Wright G	PSB6008	5,000.00	Consulting
84		121217	7421	5190	6840	S	SJ Foundation/SBDC -6months	Zlatar M	PSB6010	5,000.00	Consulting
85		121217	7421	5190	6840	S	SJ Foundation/SBDC -6months	Lee-Merrow S	PSB6007	5,000.00	Consulting
86		121217	7421	5190	6840	S	SJ Foundation/SBDC -6months	Hilliard and Associates	TPB6009	5,000.00	Consulting
87								**Total Restricted**		**1,619,245.67**	
88											
89								**Total Unrestricted & Restricted**		**1,947,362.34**	

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Acceptance of Gifts
(Resolution No. 031030-C3)

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

SHARED GOVERNANCE REVIEW:

Yes _____: No ___X__: If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Don Griffin declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
September 2003			
1. Cash	Golden State Scholarshare Trust	CCSF student Monica M. Gutierrez	$285
2. Cash	San Francisco Rose Society, Inc. c/o William C. Crawley	Linda Diane Madonich Scholarship	$300
3. Cash	San Francisco Chinese Alliance Church	CCSF student Jie Fang Deng	$498
4. Cash	Cornerstone Missionary Baptist Church	CCSF student Phillip Humphrey	$1,500
5. Cash	John Papan Memorial	CCSF student Norman Sosa	$300
6. Cash	Mills Health Center Auxiliary	CCSF student Jose Loyola	$100
7. Cash	Rotary Club of Novato Sunrise	CCSF student Antien Lu	$378
8. Cash	Pascua Yaqui Tribe	CCSF student Guarina P. Lopez	$2,500
9. Cash	Ronald McDonald House Charities of the Bay Area, Inc.	CCSF student Keith Kimoto	$1,000
10. Cash	Bureau of Indian Affairs	CCSF student Jimmy Wasson	$905
11. Cash	The Women's Foundation	CCSF student Vanessa Aguilera	$544
12. Cash	Peninsula Medical Center Auxiliary	CCSF student Chris Wong	$1,000
13. Cash	Smolin-Melin Scholarship Fund	CCSF student Travina Jackson	$1,750
14. Cash	Hawaii Community Foundation	CCSF student Lily Lam	$300
15. Cash	Citizens' Scholarship Foundation of America	CCSF student Sheila R. Norman	$1,000
16. Equipment	Flavio Garcia Genentech, Inc.	Bio-Link	$8,000

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
17. Equipment	Flavio Garcia Genentech, Inc.	Bio-Link	$25,000
18. Equipment	Nancy Laird Amersham Biosciences	Bio-Link	$13,849
19. Equipment	Flavio Garcia Genentech, Inc.	Bio-Link	$10,000
20. Equipment	Delmas Stephens ICS	Auto/Trade Skills	$3,700
21. Equipment	Debbie King	Auto/Trade Skills	$2,700
22. Equipment	Richard Weisinger Platinum Electric, Inc.	Auto/Trade Skills	$7,750

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 031120-G1-G5)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which committee:_____

Date of Review:_____

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031120-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division	
+	Baptiste, William D	Computer Science	Credit	
	Boeh, Lisa D	Radiologic & Imaging Technolgy	Credit	
	Boyd, Gregory	Computer Science	Credit	
	Collins, Jacquelynn	Health Care Technology	Credit	
	Fisher, Ian K.	Bus/Office Tech/Small Bus	Credit	
	Henderson, Tessa D.	Counseling New Students	Credit	
*	Jensen, Carol A	Bus/Office Tech/Small Bus	Credit	
	Johnson, Christopher P	Cul Arts & Hospitality Studies	Credit	
*	Liu, Roger	Biological Sciences	Credit	
	Long, James B	English As a Second Language	NonCredit	
*	Lopez, Maria G	Health Care Technology	Credit	
+	McCormack, Irene L	Licensed Vocational Nursing	Credit	
	Neuburger, Bruce A	English As a Second Language	NonCredit	
	Tong, Philip T	Bus/Office Tech/Small Bus	Credit	
	Trammell, Floyd W	Bus/Office Tech/Small Bus	Credit	
+	Vasquez, Maria C	Counseling New Students	Credit	
*	Wetzel, Brian D	Health Care Technology	AB1725 Staff Diversity 01-02	Credit

G1 Fall 2003: 17

Total for G1: 17

RESOLUTION 031120-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Brown, Eleanor R	Matriculation	Matriculation Credit 03-04	Credit
+	Brown, Jessica Janiece	Matriculation	Matriculation Credit 03-04	Credit
	Cox, Karen C	Matriculation	Matriculation Credit 03-04	Credit
	Delgado, John F	Matriculation	Matriculation Credit 03-04	Credit
+	Ling, Gary R	Matriculation	Matriculation Credit 03-04	Credit
+	Phillips, Catherine	Matriculation	Matriculation-Credit 2000-2001	Credit
+	Roberts, Laurie	Matriculation	Matriculation-Credit 2000-2001	Credit
+	Sanelli, Andrea M	Matriculation	Matriculation Credit 03-04	Credit
	Scrafford, Barbara Lynne	Matriculation	Matriculation Credit 03-04	Credit
+	Tam, Mo-Shuet	Matriculation	Matriculation-Credit 2000-2001	Credit
	Tragardh, Thomas	Matriculation	Matriculation-Credit 2000-2001	Credit
+	Wilson, Joan	Matriculation	Matriculation Credit 03-04	Credit
+	Zanetto, Janet S	Matriculation	Matriculation-Credit 2000-2001	Credit

G2 Fall 2003: 13

Total for G2: 13

Total Records: 30

031120 – G3
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030828-G5, Academic Employees Temporary Appts Tenure Review for the period of August 18, 2003 through December 19, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Caul, Lisa			9	HCT	7716
Conde, Marie			18	HCT	7716
Fong, May			9	COED	7704
Guichard, Margaret			17	HCT	7716
Hom, Calvin	36	45		BIO	7224

031120 – G4
Amendment To Resolution

RESOLVED: That resolution 031030 – G7 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
CHANGE FROM:	Pauly, Malinda E.	Chemistry/Ocean	17.B	100%	01/15/03 – 05/26/04
TO:	Pauly, Malinda E.	Chemistry/Ocean	17.B	100%	***01/15/04*** – 05/26/04

031120 – G5
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Baldassare, Heidi	DSPS/Ocean	17.P	80%	01/15/04 – 05/26/04

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 031120-H1-H2)

BACKGROUND INFORMATION:

Resolutions 031120-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which committee:_____

Date of Review:_____

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031120-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Beasley, Willis M	Mentoring & Service Learning	Partnership for Excellence	Credit
	Bernstein, Harry	Mentoring & Service Learning	Partnership for Excellence	Credit
	Brown, Lori L.	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Burke, Charles J	Mentoring & Service Learning	Partnership for Excellence	Credit
	Burt, Tracy C	Community Services	T4E-SFDHS Edgewood Training 03-05	NonCredit
	Campos-Rojas, Marcia A	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Chan, Marcia J	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Curtis, Arthur B	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Devine, Joanne D	Mentoring & Service Learning	Partnership for Excellence	Credit
	Domingo, Thelma San	Licensed Vocational Nursing	WIA-PIC-Nurse Workforce Initiative	NonCredit
	Dye, Dora J. L	Mentoring & Service Learning	Partnership for Excellence	Credit
	Fisher, Ian K.	Computer Networking & InfoTech	WIA-H1B Technical Skill Grant	Credit
	Freitas, Jacqlyn M	Contract Education	Private Company-Various SMCT	NonCredit
	Gougoutas, Anne K	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Hasib, Shama T	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Hubbell, Judy	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Johnson, Gregory A	Americorp TRDP	Americorp TRDP 03-04	Credit
+	Kao, Lancelot Long	Mentoring & Service Learning	Partnership for Excellence	Credit
	Kastner, Barbara J	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Koffman, Laraine C	Mentoring & Service Learning	Partnership for Excellence	Credit
	Lamha, Carmen	Mentoring & Service Learning	Partnership for Excellence	Credit
	Land, Kirkwood M	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Lawson, Susan	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Lerma, Jess	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Leung, Lorelei	Americorp TRDP	Americorp TRDP 03-04	Credit
+	Lewis, David W	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Luc, Minh Quoc	Contract Education	ECO-Workplace 03-04 CT#01-312-008	NonCredit
	Luckey, Bernadine Cori	Contract Education	Ct. Ed Osaka College - 5	NonCredit
	Luckey, Bernadine Cori	Contract Education	Ct. Ed Osaka College - 5	Credit
	Meis, Vincent T	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
+	Nishihira, Robert M.	Mentoring & Service Learning	Partnership for Excellence	Credit
	Ordona, Trinity A	Mentoring & Service Learning	Partnership for Excellence	Credit
	Persiko, Craig A	Mentoring & Service Learning	Partnership for Excellence	Credit
	Raskin, Steven M	Mentoring & Service Learning	Partnership for Excellence	Credit

+	Rowland, Regina	Mentoring & Service Learning	Partnership for Excellence	Credit
	Ryan, Lawrence M	Administration of Justice	Ct. Ed. SF MUNI	Credit
+	Shelby, Ruth K	Teachers' Resource Center	ABE 321/Workforce Investment 03-04	Credit
	Stark, L. Susa	Trade Skills	NSF-Math Modules 2 Years	Credit
	Straus, Amber C	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Thornton, Kyle Rich	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Tse, Annie	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Vitorelo, Joan C	Mentoring & Serivce Learning	Partnership for Excellence	Credit
+	Wilensky, Debra Sue	Mentoring & Service Learning	Partnership for Excellence	Credit
	Winston, Terri L	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Wong, Anna Q	Mentoring & Service Learning	Partnership for Excellence	Credit
	Wong, Manuel K	Child Dev. & Family Studies	Ct. Ed Osaka College - 5	Credit
	Wong, Manuel K	Contract Education	Ct. Ed Osaka College - 5	NonCredit
	Yuk, Winnie	Community Services	T4E-SFDHS Edgewood Training 03-05	NonCredit
+	Zanetto, Janet S	Mentoring & Service Learning	Partnership for Excellence	Credit

H1 Fall 2003: 49

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Grant	Division
Schneider, Lynn R	English As a Second Language	Year 1/T-3 Strengthening/Dev Progrm	Credit

H1 Summer 2003: 1

Total for H1: 50

Total Records: 50

38

031120-H2
Amendment to Resolution

RESOLVED: That resolution 030828-H3, Categorically Funded, Full-Time Temporary Assignments, be amended in part to show the following:

	NAME	DEPARTMENT	ACTIVITY	BUDGET	EFFECTIVE DATES
CHANGE FROM:					
	PROULX, GREGORY	Learning Assistance Program	Instructional Coordinator/Writing Success Project	Writing Success Project 121428-6430-1220-6110-C 90% 121429-6430-1220-6110-C 90% FN9775	08/14/03 – 08/31/03 09/01/03 – 05/26/04
TO:	PROULX, GREGORY	Learning Assistance Program	Instructional Coordinator/Writing Success Project	Writing Success Project 121428-6430-1220-6110-C 90% 121429-6430-1220-6110-C 90% ***Koret Grant*** ***125052-9320-1220-6120-C 10%*** FN9775	08/14/03 – 08/31/03 09/01/03 – 05/26/04 ***09/15/03 – 12/19/03*** ***01/13/04 – 05/26/04***

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CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003 **P1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **POLICY MANUAL**
Amending the SFCCD Policy Manual By Adding Section 7.25, Small Business Enterprises
(Resolution No. 031120-P1)

BACKGROUND INFORMATION:

San Francisco Community College District Policy Manual Section 1.05 reads in part as follows: "Adoption of Policies. Any Policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members of any meeting, providing notice of said intended action has been given at a previous meeting..."

RECOMMENDATION:

WHEREAS: Notice was given at a prior meeting (October 30, 2003) of the Board of Trustees of the SFCCD that proposed amendments to the Policy Manual, Section 7.25 – Small Business Enterprises, would be acted upon at a subsequent meeting of the Board of Trustees;

RESOLVED: That SFCCD Policy Manual Section 7.25 – Small Business Enterprises, be amended to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike-over~~). (See following page).

Ronald Lee, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

PM 7.25
SMALL BUSINESS ENTERPRISES

It is the policy of the San Francisco Community College District to encourage and facilitate full and equitable business opportunities, specifically in the area of construction contracting, for all small businesses wishing to do business with the District.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

P2

DATE: November 20, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **POLICY MANUAL**
Amending the SFCCD Policy Manual By Adding Section 7.26, Employees of Construction and Construction-Related Contractors
(Resolution No. 031120-P2)

BACKGROUND INFORMATION:

San Francisco Community College District Policy Manual Section 1.05 reads in part as follows: "Adoption of Policies. Any Policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members of any meeting, providing notice of said intended action has been given at a previous meeting..."

RECOMMENDATION:

WHEREAS: Notice was given at a prior meeting (October 30, 2003) of the Board of Trustees of the SFCCD that proposed amendments to the Policy Manual, Section 7.26 – Employees of Construction and Construction-Related Contractors, would be acted upon at a subsequent meeting of the Board of Trustees;

RESOLVED: That SFCCD Policy Manual Section 7.26 – Employees of Construction and Construction-Related Contractors, be amended to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike-over~~). (See following page).

Ronald Lee, Originator

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42

PM 7.26
Employees of Construction and Construction-Related Contractors

It is the policy of the San Francisco Community College District to encourage its Construction and Construction-Related Contractors to recruit and hire students/graduates of City College of San Francisco as well as Residents of the City & County of San Francisco as their employees.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 20, 2003 **S1**

TO: Board of Trustees

FROM: Dr. Phil R. Day, Jr., Chancellor

SUBJECT: HUMAN RESOURCES
Authorization to establish new wage rates/ premiums and benefits levels for fiscal year 2003-2004 (Resolution No. 031120-S1)

BACKGROUND INFORMATION:

The Administration recommends that the Board of Trustees authorize the Administration to establish wage rates/premiums for the following:

	CLASSIFICATION AND CLASSIFICATION NUMBER	WAGE RATES	UNION DESIGNATION
A	School Crossing Guard - 8201	Flat Rate Step 1 - $12.61 Step 2 - $12.61 Step 3 - $12.61 Step 4 - $12.61 Step 5 - $12.61	SEIU – Local 790

RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration, and/ or their designees(s), are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

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DATE: November 20, 2003

S2

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
College Accreditation Self-Study
Appointment of Milton Marks
(Resolution No. 031120-S2)

BACKGROUND INFORMATION:

City College of San Francisco of San Francisco will begin a comprehensive self-study of the College for the reaffirmation of its accreditation by the Accrediting Commission for Community and Junior Colleges of the WASC in Spring 2004. The College will bring together faculty, classified staff, students and administrators to review the new accreditation standards and begin the process of documenting the College's performance based on these standards.

To ensure full participation by the College's trustees in the accreditation self-study process, the Board of Trustees authorizes Trustee Milton Marks to represent the Board in the College's accreditation steering committee which will be responsible for the oversight and completion of the College self-study. Additional members of the Board of Trustees will be asked to participate in the self-study process in one or more of the College committees, once those committees are established.

RECOMMENDATION:

RESOLVED: That authorization be hereby given for Trustee Milton Marks to represent the Board of Trustees on the CCSF self-study steering committee, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Philip R. Day, Jr., Originator
Robert Gabriner, Originator

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DATE: November 20, 2003 **W1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: REAL ESTATE
Authorization to renew a Contract with Bay Area Motorcycle Training (BAMT) for $125 per Sunday per range based on the number of ranges used, 30 days net.
(Resolution No.: 031120—W1)

BACKGROUND INFORMATION:

Bay Area Motorcycle Training (BAMT), in connection with the California Highway Patrol Motorcyclist Safety Program, offers beginning and advanced courses in motorcycle training. BAMT offers motorcycle training at a number of Bay Area sites and has been offering classes in the South Reservoir since 1999.

By Board resolution No. 990729-B2, the Board of Trustees authorized a multi-year rental agreement with BAMT for the use of the South Reservoir on weekends. BAMT has paid the District $125 each Sunday per range, based on the number of ranges used. The program has been highly successful. Each reservoir could accommodate up to two ranges. BAMT gives the District a statement of the number of ranges and days used per month in the first week of the following month. Additionally, BAMT carries a $2,000,000 liability policy naming the District as insured.

BAMT would like to extend its relationship with the District and its use of the Reservoir. District administration is recommending that we give BAMT a new contract starting January 1, 2004 through December 31, 2004 with three single year extensions upon mutual agreement, with the terms and conditions of the current contract to remain the same.

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization be hereby given for a contract renewal with Bay Area Motorcycle Training, January 1, 2004 through December 31, 2004, with the possibility of three single year extensions upon mutual agreement between the District and BAMT for the use of the reservoirs at Ocean Campus on Sundays for Motorcycle training, and

FURTHER BE IT RESOLVED: That BAMT shall pay the District the sum of $125 per Sunday per range based on the number of ranges used, 30 days net, payable at the end of each month, with the potential of the South reservoir accommodating up to two ranges, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between October 31, 2003 and November 20, 2003, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, October 30, 2003 – November 20, 2003.

Grants involving less than $500,000 and less than a $50,000 cash match:

U.S. Department of Education – CCSF's National Articulation and Transfer Network (NATN) received an award from the U.S. Department of Education for the continued development of the Network. The award is in the amount not to exceed $248,375 for the period of September 15, 2003 – September 14, 2004.

Dr. Philip R. Day, Jr., Originator

San Francisco Foundation – CCSF, as a member of the San Francisco Information Technology Collaborative (SFITC), recently received funds from the San Francisco Foundation to support instruction and training for an information technology career ladder program. Courses will be held on-site at SFITC partner Jewish Vocational Service, and will target low-income, unemployed and/or entry-level incumbent workers. The award is in the amount not to exceed $25,000 for the period of November 1, 2003 – June 30, 2004.

Phyllis McGuire, Originator

Miriam and Peter Haas Fund – The Miriam and Peter Haas Fund has notified the Child Development and Family Studies Department, Center-Based and State Preschool Programs that it is eligible to receive an additional $24,000. This money is designated for the purchase of supplies and equipment to support the ongoing operation of the child development programs. For additional information, see Resolution numbers 000525-C3, 010319-C3, 020228-B10, 030227-FIO, 031120-FIO.

Lawrence C. Klein, Originator

State Chancellor's Office – The State Chancellor's Office has extended CCSF's Middle College High School grant for 2002/2003. The original terms were for November 22, 2002 – November 21, 2003. The new end date is December 31, 2003 in the amount not to exceed the original award of $128,571. For additional information, see Resolution number 021121-B12.

Linda Squires Grohe, Originator

Grant-funded contracts involving less than $50,000:

CCSF Early Childhood Mentor Program – The Early Childhood Mentor Program will contract with Hollace Veldhuis, a writer and researcher, to develop a Student Mentoring Handbook to provide mentors with resources and specific strategies to utilize college services and facilitate student progress. The contract is funded through the Early Childhood Mentor Program. The contract is in the amount not to exceed $33,500 for the period of November 15, 2003 – July 31, 2004.

Lawrence C. Klein, Originator

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contract activity October and November, 2003, City College of San Francisco

This report is for information only on City College of San Francisco contract activity, October and November, 2003.

Contracts involving less than $50,000:

SAG Co. – Contract total $1,200, term October 20, 2003 to October 22, 2003, for providing two 3-hour seminars to a delegation from China. The seminars are "Logistics" and "e-Commerce".

Originator: Judy Teng

CITY COLLEGE OF SAN FRANCISCO
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Notice

AGENDA

CLOSED SESSION

DOCUMENTS DEPT.
DEC 10 2003
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PUBLIC LIBRARY

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

12-10-03A10:02 RCVD

OCEAN AVENUE CAMPUS
PIERRE COSTE DINING ROOM
50 PHELAN AVENUE
SAN FRANCISCO
TUESDAY, December 16, 2003
5:00 P.M.

I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9) (a))

1. Santos-Sazo v. SFCCD et al
San Francisco Superior Court Case # CGC-03-424973

2. Caspian Wholesale Inc. V. SFCCD, et al
San Francisco Superior Court Case CGC- 03-426149

3. Amar v. SFCCD, et al
San Francisco Superior Court Case # CGC-02-413646

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – three cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957) (Instructor Vocational Nursing)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council

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DR. PHILIP R. DAY, JR., CHANCELLOR

(DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

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11/6/03

NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

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12-10-03A10:02 RCVD

LOCATION: GOUGH STREET CAMPUS
GOUGH STREET CONFERENCE ROOM
33 GOUGH STREET
SAN FRANCISCO, CA. 94103

DATE: **TUESDAY, DECEMBER 16, 2003**

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: GOUGH STREET CAMPUS
GOUGH STREET AUDITORIUM
33 GOUGH STREET
SAN FRANCISCO, CA. 94103

DATE: **TUESDAY, DECEMBER 16, 2003**
TIME: **6:00pm**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

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DR. PHILIP R. DAY, JR., CHANCELLOR

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (http://www.ccsf.edu/vcfa).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

 a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

 b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

 c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS

Auditorium

33 Gough Street
San Francisco

Tuesday, December 16, 2003

Open Session - 6:00 p.m.

I.	Roll Call	
II.	Pledge of Allegiance	
III.	Approval of Minutes Regular Meeting Minutes – November 20, 2003	
IV.	Adoption of Resolutions Agenda	
V.	Approval of Consent Agenda Items as Listed	
VI.	Special Presentations	
VII.	Monthly Financial Report – James Kendrix & Peter Goldstein	
VIII.	Action on Other Resolutions Agenda Items	
IX.	Report from Constituent Groups	
	- Academic Senate	- David Yee, President
	- Associated Students	- Greg Turnage, President – Ocean Avenue Campus
	- Classified Senate	- Rose Vela, President
X.	Board of Trustees' Report	
XII.	Chancellor and Staff Reports	
XIII.	Closed Session Announcements - Legal Counsel Ronald Lee	
XIV.	Requests to Speak	

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XV. Adjournment

FINANCE

GENERAL FUND

NONE AT THIS TIME

CAPITAL OUTLAY

B1 - Authorization be and is hereby given for approval to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for a total contract cost of $30,000 for the period January 1, 2004 through December 31, 2004 *c

B2 - Authorization to approve a construction change order(s) to CDX Builders Inc. which causes the total of all change orders to exceed 10% of the original contract price Renovation of Visual Arts, Creative Arts and Horticulture Buildings at the Ocean Avenue Campus

B3 - Authorization to approve a construction change order(s) to Alpha Bay Builders Inc. which causes the total of all change orders to exceed 10% of the original contract price Construction of New Tennis Court Bleachers – Ocean Avenue Campus

GRANTS/CONTRACTS

B4 - Authorization be given to conduct excursions to Florence, Italy, Fall 2004 and Spring 2005, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students. *c

B5 - Authorization be given to conduct excursions to Paris, France, Fall 2004 and Spring 2005, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students. *c

B6 - Authorization be given to contract with Stephanie Atwood for special services and transitional assistance to the District in the continued advancement and expansion of the Office of College Development for a total contract cost not to exceed $30,000 for the period January 5, 2004 through May 31, 2004 *c

B7 - Authorization to approve Grants/Contracts *c

c Indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

EQUIPMENT, SUPPLIES & SERVICES

C1	-	Procurement of equipment, supplies, services etc., less than $3,000	*c
C2	-	Procurement of equipment, supplies, services, etc., $3,000 or more	*c
C3	-	Acceptance of Gifts	*c

HUMAN RESOURCES

F1	-	Appointment of a Non-Educational Administrator	*c
G1-5	-	Academic Employees, Credit Program, District Funded	*c
H1	-	Academic Employees, Credit Program, Categorically Funded	*c

SPECIAL

S1	-	Authorization to execute a Master Agreement by and between the San Francisco Community College District and the Foundation of City College of San Francisco
S2	-	Authorization to execute a Master Agreement by and between the San Francisco Community College District and the National Articulation and Transfer Network

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **January 29, 2004**
China town/North Beach Campus
940 Filbert Street

c Indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: December 16, 2003 **B1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Renew Special Services Contract – Merle E. Cannon
(Resolution No. 031216-B1)

BACKGROUND INFORMATION:

The Board of Trustees authorized the District's contract with Mr. Cannon in June 1997. This resolution is an authorization to renew the contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five-Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals for the period January 1, 2004 through December 31, 2004. Mr. Cannon is recognized throughout California as an expert on these matters and played a critical role in the College's preparation of last year's FPP for the Classroom/Laboratory Complex for Theater, Music, Visual & Media Arts Programs (Performing Arts Center) submitted to the State Chancellor's Office.

The special services and advice provided by Mr. Cannon include the preparation of a comprehensive Five-Year Capital Outlay Construction Plan submittal to the State Chancellor's Office. The Five-Year Capital Outlay Construction Plan is the basis for all State funded capital outlay projects for the next five years. The District has benefited greatly from Mr. Cannon's expertise and knowledge of the complex State funding process for facilities. Mr. Cannon formerly served as a consultant to the State Chancellor's Office where he developed guidelines for Five-Year Construction Plans and Space Inventory.

This contract, to the extent possible, will be paid with funds from Proposition A 2001 General Obligation Bonds. Additional funds will be charged to the unrestricted fund.

RECOMMENDATION:

RESOLVED: That authorization be and is hereby given for approval to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for a total contract cost of $30,000 for the period January 1, 2004 through December 31, 2004, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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DR. PHILIP R. DAY, JR., CHANCELLOR

Merle E. Cannon

Merle E. Cannon

Educational/Facilities Planner

Education:

M.B.A. Organizational Theory
Santa Clara University (Santa Clara, California)

B.S. General Engineering and B.S. Business & Technology
Oregon State University (Corvallis, Oregon)

Credentials: California Community College Instructor's

Employment:

1988 - 2003 **Planning Consultant**
Merle E. Cannon, Alameda, California

Working with community college districts in educational program planning, facilities and management studies and activities. Utilizing a planning approach that joins the faculty, staff, and administrators as well as the community into the development of long-range facility needs, prepared studies and plans that resulted in succinct District applications for funding. Coordinated activities of Architects and between Architects and clients. Represented Districts before the public and State agencies.

Prepared Long Range Educational & Facility Studies or Plans for Community College Districts

State Center Community College District	Fresno, CA
Merced Community College District	Merced, CA
Feather River Community College District	Quincy, CA
El Paso Community College	El Paso, TX
Gavilan College	Gilroy, CA
Hartnell College	Salinas, CA
Napa Valley College	Napa, CA
West Hills Community College District (Lemoore)	Coalinga, CA
Long Beach City College	Long Beach, CA
Allan Hancock Community College District	Santa Maria, CA

College of the Canyons	Santa Clarita, CA
Lake Tahoe Community College	South Lake Tahoe, CA
North Orange Community College District	Fullerton, CA
Chabot-Las Positas Community College District	Pleasanton, CA
Lassen College	Susanville, CA
Peralta Community College District	Oakland, CA
San Joaquin Delta Community College District	Stockton, CA
San Mateo County Community College District	San Mateo, CA
San Francisco City College	San Francisco, CA
College of the Siskiyous	Weed, CA
Shasta College	Redding, CA
Fremont –Newark Community College District	Fremont, CA
Citrus College	Glendora, CA

Developed Space Planning Guidelines

Provided guidelines for allocation and projection of space needs for all space categories.

Developed Reorganization/Staffing Plan/Procedures

Student Personnel Services, El Paso Community College

Developed Procedures for Residency Verification

El Paso Community College

Space Inventory, Utilization Assessments, 5 Yr. Plans

State Center C.C.D.	Hartnell College	Napa Valley College
El Paso C. C.	Gavilan College	Merced College
Feather River College	CC of San Francisco	Lake Tahoe C.C.
San Mateo C.C.D.	Peralta C.C.D.	College of the Canyons
Long Beach CC	Citrus College	West Hills College
North Orange C. C.C. D.	Butte-Glenn C.C.D.	Chabot-Las Positas C.C.D.

Process Facilitator in a Planning Charrette

A group of more than 100 participants (national leaders and university faculty and researchers) brought together to establish a national agenda for the Center for Infrastructure Research, University of Nebraska - Lincoln.

State Appointed Member of a special California Postsecondary Education Commission Advisory Committee on Space Utilization and Guidelines.

An advisory group composed of lead administrators and facility planners from University of California, California State University and the California Community Colleges working with leaders of state agencies involved in Capital Outlay funding processes.

This group conducted a major review of space standards nationwide and provided recommendations for change of the space standards used in evaluating the utilization of facilities.

Development of a Guide for New Campuses and Centers and assistance in the setting criteria for the development of a long-range plan for the California Community College system.

Subcontractor to MGT Consultants of Sacramento, CA

Skeletal Educational Program Master Plans

Gavilan College
Hartnell College
West Hills College
Merced College

Prepared Detailed Legal Boundary Descriptions

Hartnell College, Main Campus and East Campus

Project Estimates, Outline Specifications, Project Applications

Worked with roughly 18 different community college districts preparing documentation and estimates required to obtain capital outlay funding or capital improvement bond approval.

1979-1987 **Director of Physical Plant**
Peralta Community College District, Oakland, CA

Had responsibility for the management of all issues involving plant and real properties. Managed and developed the District's Capital Construction program including space utilization analysis, space planning, developing the District's Five-Year Construction Plan. Managed the functions of maintenance, grounds, custodial, telecommunications. Responsible for a multi-million dollar operating and capital construction budget; supervised a staff of more than eighty including architects, inspectors, maintenance, grounds, custodial, office and professional personnel.

Major accomplishments at PCCD:

Aggressive capital planning resulting in a threefold increase in the District's capital outlay funding.

Thirty-four percent reduction in energy usage and implementation of an inexpensive computer based centralized energy management system.

Establishment and communication of operational priorities during a period in which the budget for plant services was reduced by 40%.

Development of a $5,000,000 deferred maintenance program from the ground level.

Major construction and capital improvement projects including four new buildings, two conversion projects, numerous energy conservation projects, and removal of architectural barriers, PCB transformers and asbestos abatement.

1973-1979 **Senior Planning Consultant**
Tadlock Associates, Inc., Los Altos, CA

Specialized in facility and educational program planning, organizational analyses and educational specifications for new or renewed facilities.

In addition to on-site project leadership in Anchorage, El Paso, San Diego, Kansas City, St. Louis, Cleveland, Phoenix, Longview, WA, Oregon City, OR and Passaic, NJ, performed as project manager on both single-unit and multi-unit community college projects.

In total, worked with twenty-three educational institutions across the nation working closely with faculty, staff, administrators, executives, board members, and State/City officials. Included projects with universities, community colleges and K-12 systems.

1972-1973 **Consultant and Instructor (VISTA Volunteer)**
San Francisco Local Development Corporation

Through a minority owned and controlled firm, provided business and consulting to minority enterprises (profit and non-profit).

Personal projects included El Colegio de la Mision (a Chicano-Latino community college), Bayview Community Self-Help Programs, Inc. (a food and thrift store), Association of Latino-American Businessmen, and others.

Also, Director of Education for the firm's business education program. Wrote the book entitled " Marketing Strategies for Small Business" used in the firm's education program.

1971-1972 Completed MBA program at Santa Clara University and took an extended trip throughout Europe.

1966-1971 **Planning Analyst/Subcontract Administrator**
Westinghouse Electric Corporation, Sunnyvale, CA

As a technical buyer, subcontract administrator and associate engineer, handled major subcontracts (request for bids, evaluation, negotiation and execution).

At the request of Corporate Headquarters in Pittsburgh, PA, conducted a review of another Division's purchasing operation resulting in recommendations implemented by top management.

06

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 16, 2003 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CONTRACT/GRANT
Authorization to Conduct a Study Abroad Program to Florence, Italy Fall 2004 and Spring 2005 and to Contract with ACCENT
(Resolution No. 031216- B4)

BACKGROUND INFORMATION:

ACCENT International Consortium for Academic Programs Abroad, Ltd, has been successfully providing City College of San Francisco with services for our Study Abroad Program in Florence, Italy for 22 consecutive semesters. The firm consistently receives excellent evaluations from CCSF students and faculty participating in this Study Abroad Program.

ACCENT International Consortium for Academic Programs Abroad, Ltd is now proposing their services for Fall 2004 and Spring 2005. The proposal is based on the cost of activities, housing, excursions and ground transportation within Florence, and student medical insurance. The proposal is as follows:

Fall 2004: September 5, 2004 – December 3, 2004 (88 days)
Fall program cost (based on a minimum of 20 participants): $5300

Spring 2005: February 27, 2005 - May 27, 2005 (88 days)
Spring program cost (based on a minimum of 20 participants): $5300

ACCENT has insurance coverage of $3 million for general liability, errors and omissions issued by Calender-Robinson Co., Inc., General Insurance Brokers. City College of San Francisco is listed as an additional insured on the policy.

ACCENT will continue to work closely with the financial aid office at CCSF and make special efforts for delayed payments from those students who have successfully applied for financial aid. About 25-30% of CCSF students fall into this category and to our knowledge, ACCENT is the only organization that allows deferred payments until mid-semester. Furthermore, ACCENT will continue to

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offer $1,000 in scholarships per semester for the Florence program for students coming from CCSF and the Bay Area who fulfill the criteria.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to renew our contract with ACCENT International Consortium for Academic Programs Abroad, Ltd for Fall 2004 and Spring 2005 in Florence.

SHARED GOVERNANCE REVIEW:

Yes _____; No X ; If yes, which committee: _____
Date of Review: _____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be given to conduct excursions to Florence, Italy, Fall 2004 and Spring 2005, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low

CITY COLLEGE OF SAN FRANCISCO
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DATE: December 16, 2003 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to Conduct a Study Abroad Program to Paris, France Fall 2004 and Spring 2005 and to Contract with ACCENT
(Resolution No. 031216 – B5)

BACKGROUND INFORMATION:

ACCENT International Consortium for Academic Programs Abroad, Ltd, has been successfully providing City College of San Francisco with services for our Study Abroad Program in Paris, France for 35 consecutive semesters. The firm consistently receives excellent evaluations from CCSF students and faculty participating in this Study Abroad Program.

ACCENT International Consortium for Academic Programs Abroad, Ltd is now proposing their services for Fall 2004 and Spring 2005. The proposal is based on the cost of activities, housing, excursions and ground transportation within France, and student medical insurance. The proposal is as follows:

Fall 2004: September 5, 2004 - December 10, 2004 (95 days)
Fall program cost (based on a minimum of 15 participants): $6300

Spring 2005: February 2, 2005 - May 28, 2005 (115 days)
Spring program cost (based on a minimum of 15 participants): $6800

ACCENT has insurance coverage of $3 million for general liability, errors and omissions issued by Calender-Robinson Co., Inc., General Insurance Brokers. City College of San Francisco is listed as an additional insured on the policy.

ACCENT will continue to work closely with the financial aid office at CCSF and make special efforts for delayed payments from those students who have successfully applied for financial aid. About 25-30% of CCSF students fall into this category and to our knowledge, ACCENT is the only organization that allows deferred payments until mid-semester. Furthermore, ACCENT will continue to

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offer $1,000 in scholarships per semester for the Paris program for students coming from CCSF and the Bay Area who fulfill the criteria.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to renew our contract with ACCENT International Consortium for Academic Programs Abroad, Ltd for Fall 2004 and Spring 2005 in Paris.

SHARED GOVERNANCE REVIEW:

Yes _____; No X ; If yes, which committee: _____

Date of Review: _____

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be given to conduct excursions to Paris, France, Fall 2004 and Spring 2005, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low

CITY COLLEGE OF SAN FRANCISCO
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DATE: December 16, 2003 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT**
Authorization to Award Special Services Contract - Stephanie Atwood
(Resolution No. 031216 – B6)

BACKGROUND INFORMATION:

Project: Downtown Campus, Educated Palate, Capital Campaign

In September 2003, the Board of Trustees adopted Resolution 030925-B9 authorizing the District to contract with Stephanie Atwood for special services and advice to assist the District in the advancement and expansion of the Office of College Development and the CCSF Foundation for the period October 1, 2003 through December 30, 2003. While procuring these services on a contract basis fulfills the Office of College Development's short term needs, the department is seeking to transition this function to an employee of either the District or the Foundation during the Spring 2004 semester.

Resolution No. 031216 – B6 is an authorization to extend the contract with Stephanie Atwood for the period January 5, 2004 through May 31, 2004, to provide transitional assistance to the District in the expansion of the Office of College Development and the CCSF Foundation. Ms. Atwood's duties will also include temporarily performing the duties formerly held by Karen Grant, Senior Management Assistant.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Stephanie Atwood for special services and transitional assistance to the District in the continued advancement and expansion of the Office of College Development for a total contract cost not to exceed $30,000 for the period January 5, 2004 through May 31, 2004.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Kathleen Alioto, Originator

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STEPHANIE K. ATWOOD, M.A.

OBJECTIVE: Multicultural, communications and public relations specialist with extensive international experience seeks position as Program Director – salaried or on a consulting/contract basis.

SUMMARY: Well educated, world savvy, professional can create programs, coordinate meetings, make dynamic presentations, motivate staff, manage an office, arrange special events and work with or train a variety of people. While extremely capable of working independently, this creative consultant possesses teamwork, leadership, and public relations skills. Her public speaking ability, international training, and social discretion allow her to work well with a diversity of people in a cooperative, efficient, and results oriented manner.

RELEVANT EXPERIENCE:

Executive Assistant to the Director of Development
Current contract as Executive Assistant to the Director of Development, Kathleen Sullivan Alioto at City College of San Francisco. Duties include organizing a hectic calendar, coordinating meetings, managing the office, supervising staff, while implementing a capital campaign to raise approximately $100 Million dollars for City College over the next four years.

Executive Director of the Sierra County Arts Council
Responsible for taking this "grass roots" program and initiating public relations measures and profitable fundraising concepts to create community awareness and increased revenues. Successfully collaborated with state, federal, and county political entities; increased office efficiency through technology, and staff/volunteer management; created successful annual campaigns, and higher visibility for the organization.

Consulting
Independent consultant on business and communication issues. Clients included: University of Nevada, Reno, Pro-Net, California State Employment Development Dept., Golden Job Sierra Job Training, Nevada Micro-enterprise Initiative, and Dept. of Rehabilitation.

Outstanding Communicator/Public Relations
Master's Degree in Communication with emphasis on cross-cultural considerations and diversity issues in organizations. Award winning public speaker with television and live appearances throughout the USA, including Chicago, San Francisco, Seattle, Atlanta, and New York City. Freelance newspaper columnist. Created newsletters, brochures, press releases and other business pieces utilizing Pagemaker and Microsoft Word.

International /Entrepreneurial Spirit
More than twenty years of international business experience in Japan, Greece, Nepal, Switzerland, Austria, and Mexico. Communicated in local languages.

Facilitation and Collaboration
Outstanding listening skills and practical understanding. Group facilitation and consensus management ability. Keenly aware and capable of customer service, and discretion, especially as it relates to different cultures.

Computers
Broad based computer knowledge of PC and Macintosh including MS Office, PageMaker, PowerPoint, Excel, QuickBooks, Filemaker Pro, Access, Peachtree Accounting

EDUCATION:

- M.A. Communications/Public Relations, University of Nevada Reno, 2001
- B.A Experiential Education, San Francisco State/New College of California
 Minor in Business with additional graduate level courses

EMPLOYMENT HISTORY:

- **Founder, President, Consultant**
 At Last The Best! International Business Consulting, 1997 – present
 Including contracts with: City College of San Francisco, The Workforce Connection, Sierra College, Nevada Micro-enterprise Initiative, Department of Rehabilitation, Employment Training Network
- **Executive Director/Program Coordinator**
 Sierra County Arts Council – 2 years
- **Founder and Coordinator of International Program Development, Customer Service, Marketing/PR, Office Administration**
 Guides For All Seasons – International Tours, 15 years
- **Senior Field Director/Leadership and Team Development**
 Outward Bound, Minnesota, Texas, California, Oregon, Washington, British Columbia, and Germany, 8 years

CERTIFICATION, AFFILIATIONS, and AVOCATIONS:

- Sierra Nevada Human Resources Association
- Toastmaster's International Vice President Education and Advanced Speaker
- American Society of Training and Development
- Competitive runner and member, US Track and Field Association
- Pioneering, international female mountaineer and rock climber
- International Association of Business Communicators

DATE: November 16, 2003

B7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS/CONTRACTS**
Authorization to approve Grants/Contracts
(Resolution No. 0311216-B7)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/CONTRACTOR	ORIGINAL CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS : ORIGINATOR
A	010628-B24 020926-B13 021121-B12	CCSF Regional Health Occupations Resource Center (RHORC)	7/1/02 – 6/30/03	$173,384	Renew RHORC sub-recipient award with San Francisco State University (SFSU) for the period of 7/1/03 – 6/30/04	$165,168	Renew sub-recipient award with SFSU* Linda Squires Grohe, Originator

* While RHORC usually receives notification of renewal in July, the announcement to continue funding was made late by CCCCO due to the State's delayed budget resolution and fiscal crisis. Given the belated notification of this funding by the State, the project must submit this matrix item retroactively.

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modification to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the district to effectuate this resolution.

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CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 16, 2003 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 031216-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $ 216,302.31 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

DIRECT PAYMENT VOUCHER	$40,455.57
PURCHASE ORDER	160,872.46
TRAVEL/MILEAGE	114,974.28
Total	$216,302.31

James Kendrix, Originator

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CITY COLLEGE OF SAN FRANCISCO
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Date: December 16, 2003 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No.031216-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

Please note that some of the items represent significant expenditures but are actual annual payment encumbrances which are dispersed monthly. In some cases, these items are paid in simple annual payment given the terms and the conditions of our vendor contracts. These items are identified for you in the attachment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL: $2,614,312.93

James Kendrix, Originator

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	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prg	Aty	Dept	Vendor	Doc #	Amount	Description
2		UPYENC	3566	5640	6770	S	UGF - Prior Year Encumb	Dept. of Telecommunications & Informat	DPB6803	8,244.20	Maint & Repair - Equip
3		U	0020	5190	6600	S	Chancellor's Office	Zinn A	DPB3058	3,500.00	Consulting
4		U	0050	5190	6600	S	Research and Planning	Spurling S	PSB5052A	64,000.00	Consulting
5		U	0070	5720	6600	S	General Counsel Office	Office of the City Attorney	DPB4113	11,343.00	Legal Services
6		U	1500	5632	6600	S	Business Services Office	Imagistics	LAB1473	5,000.00	Equip Lease
7	*	U	1530	4302	6720	S	Payroll	Anacomp, Inc.	TP97280A	8,305.63	Supplies
8		U	2530	5650	6780	S	ITS-Systems and Operations	Oracle Corporation	POB4922	4,748.10	Maint & Repair - Equip
9		U	2530	5656	6780	S	ITS-Systems and Operations	Hewlett-Packard	POB4908	8,765.00	Software Licenses Fees
10		U	2530	5656	6780	S	ITS-Systems and Operations	Oracle Corporation	POB4922	11,078.90	Software Licenses Fees
11		U	2530	6413	6780	S	ITS-Systems and Operations	The Newman Group Computer Services Cor	POB4918	6,039.02	Equipment
12		U	3524	6411	6599	S	Other Services	Mity-Lite, Inc.	POB3855	7,189.23	Equipment
13		U	3542	5640	6550	S	M&R - Buildings	Fort Mason Center	DPB3858	4,800.00	Maint & Repair-Non Equip
14		U	3562	4301	6770	S	College Services	Spicers Paper Inc	PO94974	5,468.56	Supplies
15		U	3564	5350	6770	S	Mail Services	U. S. Postmaster	DPB5011	51,800.00	Postage
16		U	4010	6000	6600	S	Vice Chancellor Student Dev	Office Depot Inc.	ODA9290	8,614.57	Equipment
17	+	U	4900	5610	6770	S	Central Services	Episcopal Church of the Incarnation	LAB7467	8,070.00	Facility Rentals
18	+	U	4900	5610	6770	S	Central Services	Ebenezer Lutheran Church	LAB7466	10,500.00	Facility Rentals
19	+	U	4900	5610	6770	S	Central Services	St. Paul's Presbyterian Church	LAB7470	11,000.00	Facility Rentals
20		U	4900	6413	6720	S	Central Services	Sehi Computer Products	POB7005	4,019.64	Equipment
21		U	7232	5650	1900	C	Chemistry	Mettler-Toledo, Inc.	DPA6818	3,430.00	Maint & Repair - Equip
22		U	7528	4301	1000	C	Graphic Communications	MoreDirect, Inc.	POB7334	3,507.99	Supplies
23		U	7556	4301	4900	C	Tech Mediated Instruction	Fong Brothers Printing, Inc.	POA3826	3,663.18	Supplies
24	*	U	9500	4302	6780	S	Instructional Computer Lab	CDW Government, Inc.	TPA5964A	4,700.00	Supplies
25								**Subtotal Unrestricted**		**257,787.02**	
26											
27											
28		42184M	8066	6203	7100	H	HS-Student Union Restroom Reno	La Ferrara Architects	CTB4817	6,000.00	Capital Projects
29		42183C	8052	6202	7100	C	CC-Chldrn's Cntr Playground Imp	Ng's Landmark Building & Engineering	CTB4713	14,990.00	Capital Projects
30		42174C	8067	6202	7100	A	ADA-Tennis Courts Improvements	Alpha Bay Builders, Inc.	CTA7235A	8,983.05	Capital Projects
31		42159M	8055	6203	7100	R	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	37,500.00	Capital Projects
32		42159M	8057	6203	7100	R	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	10,500.00	Capital Projects
33		42159M	8058	6203	7100	R	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	27,000.00	Capital Projects
34		42159M	8070	6203	7100	R	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	75,000.00	Capital Projects
35		42159M	8510	6203	7100	A	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	45,000.00	Capital Projects
36		42159M	8510	6203	7100	H	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	60,000.00	Capital Projects
37		42159M	8510	6203	7100	R	Vanir Construction Management	Vanir Construction Mgmt	CTA6020A	195,000.00	Capital Projects
38		42156C	8066	6202	7100	R	REN-Student Union Flooring Reno	Rose Construction	CTA6197A	11,176.67	Capital Projects
39		42156C	8066	9704	7100		REN-Student Union Flooring Reno	BL&K Enterprises, Inc	DPA6197	9,899.30	Capital Projects
40		42145M	8071	6203	7100	R	REN-Stadium Sign Expansion	Construction Testing Services Inc	CTB4821	10,815.00	Capital Projects

+ equals annual payments to be paid ona monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
41		42138C	8812	6202	7100	H	HS-JA Brick Repair & Seismic Upg	Romkon, Inc	CTA1004B	33,637.00	Capital Projects
42		42045P	8051	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009E	4,586.49	Capital Projects
43		42045P	8052	6201	7100	C	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009E	9,879.14	Capital Projects
44		42045P	8071	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009E	4,130.92	Capital Projects
45		42045P	8510	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009E	5,465.95	Capital Projects
46		42045P	8510	6201	7100	A	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009E	8,745.93	Capital Projects
47		433008	8066	6203	7100		Student Union Rennovation	Division of the State Architect	DPB4830	10,455.14	Capital Projects
48		432701	8067	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	206,384.37	Capital Projects
49		432701	8067	6203	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	20,000.00	Capital Projects
50		432701	8067	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	302,995.35	Equipment
51		432701	8110	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	3,868.15	Capital Projects
52		432701	8110	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	18,641.56	Equipment
53		432701	8210	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	5,292.22	Capital Projects
54		432701	8210	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	21,354.97	Equipment
55		432701	8311	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	16,620.93	Capital Projects
56		432701	8411	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	5,325.99	Capital Projects
57		432701	8411	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	14,449.58	Equipment
58		432701	8510	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	10,872.43	Capital Projects
59		432701	8510	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	42,795.73	Equipment
60		432701	8610	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	31,443.09	Capital Projects
61		432701	8610	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	86,499.64	Equipment
62		432701	8710	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	17,051.55	Capital Projects
63		432701	8710	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	23,195.09	Equipment
64		432701	8813	6202	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	7,765.24	Capital Projects
65		432701	8813	6413	7100		Districtwide Phone Sys Replacem	NextiraOne, LLC	CTB1934A	42,308.67	Equipment
66		431501	8312	6201	7100		New Chinatown/North Beach Camp	Carey & Co. Inc.	CTB4787	99,500.00	Capital Projects
67		431002	8412	6201	7100		New Mission-Consulting Services	Cervantes Design Associates/Kendall Yo	CT40903C	450,000.00	Capital Projects
68		425003	8412	5621	7100	L	LAQ-Go\round Leases-106 Bartlett	Chicago Title Company	DPB1196	7,610.36	Capital Projects
69		425002	8412	6201	7100	L	Bond-Mission Land Purchase	Cervantes Design Associates/Kendall Yo	CT40903C	43,295.54	Capital Projects
70		221010	7138	5650	6940	C	Hotel/Restaurant	Carney Refrigeration	TPB3341	8,874.80	Maint & Repair - Equip
71		211204	7373	5190	2100	S	CA Early Childhood Mentoring 03-04	Veldhuis H	PSB1794	33,500.00	Consulting
72		141310	7528	6434	1000	C	Graphic Production Services	Sehi Computer Products	POB7333	4,099.89	Equipment
73		125501	9220	5350	6820	N	Continuing Education Fees	P&DC Finance Station	DPB5746	3,000.00	Postage
74		125501	9220	5802	6820	N	Continuing Education Fees	Folger Graphics	POB7078	5,127.24	Advertising
75		123885	2058	5656	6150	S	Telecommunications & Tech 01-02	WebCT Educational Technologies	TPB4927	66,656.00	Software Licenses Fees
76		123877	6110	6414	6320	N	Matriculation-Non Credit 03-04	NCS Pearson Incorporated	POA9388	8,224.30	Equipment
77		123856	9320	5658	6120	C	Instr Equip & Materials 02-03	Epixtech Inc.	DPA5395	36,399.20	Maint Other
78		123593	9210	5910	6840	N	ECO-SJECCD-CDE	Professional Exhibits & Graphics	DPB2538	3,642.61	Other Expenses
79	*	123525	0050	5190	6600	S	FSS-Center for Stud Success Yr-2	Arnold C	PSB5074	7,500.00	Consulting
80	*	123317	7421	5190	6840	S	Eco-SBDC 03-04 CT#01-311-016	Camerato T	PSB6013	5,000.00	Consulting

+ equals annual payments to be paid ona monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
81	*	123317	7421	5190	6840	S	Eco-SBDC 03-04 CT#01-311-016	Fusion Strategy Partners	TPB6012	5,000.00	Consulting
82	*	123317	7421	5190	6840	S	Eco-SBDC 03-04 CT#01-311-016	Cozart, Jr. U	PSB6025	5,000.00	Consulting
83		123209	7320	5190	6420	C	Disabled Student Excess Cost 03-04	Spinka A	PSB2490	11,000.00	Consulting
84		123209	7320	6414	6420	C	Disabled Student Excess Cost 03-04	Phonic Ear Inc.	POB2493	3,903.64	Equipment
85		123108	4049	5350	6460	S	Board of Financial Aid Prog 03-04	Pitney Bowes Postage By Phone	DPB5015	40,000.00	Postage
86		121812	0020	5190	6499	C	Fipse-Nat'l Artic & Trf Ntwk-Yr2	Zinn A	DPB3058	3,500.00	Consulting
87		121511	7741	6414	1200	C	Vatea IIC 2003-2004	Cardinal Health	POB1033	4,256.50	Equipment
88		121332	0082	4302	6190	C	Year 2/T-3 Strengthening/Dev Prg	Computerland of Silicon Valley	PO79067	8,030.68	Supplies
89		121217	7421	6413	6840	S	SJ Foundation/SBDC -6months	Omnipro Systems Inc.	POB6031	27,776.00	Equipment
90								**Subtotal Restricted**		**2,356,525.91**	
91											
92								**Total unrestricted and Restricted**		**2,614,312.93**	

+ equals annual payments to be paid ona monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 16, 2003 **F1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **HUMAN RESOURCES**
Appointment of a Non-Educational Administrator
(Resolution No. 031216 – F1)

BACKGROUND INFORMATION:

Resolution No. 031216 – F1 covers a Non-Educational administrative appointment for the position of Director of Payroll Services (Office of the Vice Chancellor Finance and Administration). Board of Trustees' approval is required.

RECOMMENDATION:

RESOLVED: That effective January 26, 2004, **DONALD LIND**, be appointed Director Payroll Services (Office of the Vice Chancellor Finance and Administration). Salary shall be in accordance with the Administrators Salary Schedule Classification B, Director.

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

Donald S. Lind, C.P.P.

Education: Master of Public Administration (1999), **Florida International University,** Miami, FL
Bachelor of Science (1984), **Northwestern University,** Evanston, IL

Professional Designation: October, 2003, **Certified Payroll Professional**

Work History:

3/99 – Present, University of Central Florida, Orlando, FL, Coordinator, Payroll Manager, Duties Include: Managing a staff of eleven, overseeing payroll operations that includes a biweekly payroll of over 8,000 employees with a gross salary of over $8,000,000. Knowledge of FLAIR and PeopleSoft systems. Assisted in the successful conversion to PeopleSoft in the H.R. Payroll area.

10/95 – 3/99, State of Florida. Department of Children and Families, Miami, FL, Accounting Services Supervisor II, Payroll Manager, Duties included: managing a staff of seven, overseeing payroll operations for the largest district of the state's largest agency. Knowledge of state accounting (FLAIR) and payroll (COPES) systems.

3/95 – 10/95, Compupay Payroll Services, Miami, FL, Client Relations, Duties included: Providing local, state and federal payroll related tax guidance to over 3,000 national customers of this payroll processing company. Assisted clients with payroll, computer and technical issues.

8/94 – 3/95 Mortgage Now, Lauderdale Lakes, FL, Wholesale Account Manager, Duties included: funding and purchasing mortgage loans from banks, savings and loans, and brokers. Assisted in building wholesale start-up operation for this national Michigan based operation.

6/93 – 8/94 Builder's Finance, Boca Raton, FL, Wholesale Account Manager, Duties included: funding and purchasing mortgage loans from banks, savings and loans, and brokers.

5/91 – 6/93 Commonwealth United Mortgage, Houston, TX, AVP, National Production Compensation Manager and National Appraisal Manager, Duties included: managed a staff of nine, developed and implemented compensation plans for production staff, developed and implemented personnel policies for production employees, managed the Appraisal Department ensuring that all federal (OTC and FIRREA) appraisal guidelines were followed.

3/90 – 5/91 Bank Atlantic, Ft. Lauderdale, FL, AVP, Payroll and HRIS Manager, Duties included: supervising a staff of four, responsible for the accurate and timely payment of this 950 employee financial institution's bi-weekly payroll. Tax remittance and account balancing, oversaw compensation and benefit changes as well as ensure the security and maintain the PC network and associated software that accommodated these personnel and payroll functions.

2/86 – 3/90 CenTrust Mortgage Corp., Deerfield Beach, FL AVP, Asst. Comptroller, Managed Accounts Payable, Payroll, Cash Management, Accounts Receivable, and General ledger accounting for this national mortgage company with an excess of 2 billion dollar servicing portfolio. Managed two Payroll, Accounting and Human Resource system conversions

CITY COLLEGE OF SAN FRANCISCO
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DATE: December 16, 2003 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Acceptance of Gifts
(Resolution No. 031216-C3)

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

SHARED GOVERNANCE REVIEW:

Yes _____: No ___X___: If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Don Griffin declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
October 2003			
1. Cash	National Restaurant Assoc. Educational Foundation	CCSF student Rachael Lobb	$2,000
2. Cash	The Dudley-Vehmeyer-Brown Memorial Foundation	CCSF student Michelle Galbraith	$1,000
3. Cash	Mills Health Center Auxiliary	CCSF student Brenda Long	$1,000
4. Cash	San Francisco Chinese Alliance Church	CCSF student JieFang Deng	$500
5. Cash	Sierra Club	CCSF student Eva Wong	$1,000
6. Cash	Peninsula Community Foundation	CCSF student Sarout Long	$2,500
7. Cash	Pueblo of Isleta	CCSF student Dennis Lucero	$2,000
8. Cash	American Indian Services	CCSF student Guarina Lopez	$500
9. Cash	South San Francisco High School	CCSF student Edwen Latu	$1,600
10. Cash	Alexander Engleman / Elma P. Cabahug	Peer International Fund	$600
11. Cash	Wells Fargo Foundation	Latino Services Network	$1,000
12. Cash	Ronald McDonald House Charities of the Bay Area	CCSF student Vivian Kwok	$1,000
13. Equipment	Deb Grabbe Genzyme Corp.	Bio-Link	$20,000
14. Equipment	Elizabeth Miltner California Pacific Medical Center	Bio-Link	$2,085
15. Equipment	Bayer	Bio-Link	$12,000
16. Equipment	Glynnis McCray Raven Biotechnologies	Bio-Link	$6,000

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
17. Equipment	California Pacific Medical Center	Bio-Link	$6,000

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G5

DATE: December 16, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 031216-G1-G5)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which
Date of

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031216-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Bell, Mae K	Licensed Vocational Nursing	Credit
+	Caul, Lisa	Health Care Technology	Credit
+	Clark, Ophelia	Human Resources	Credit
*	Dumont, Paul P	Bus/Office Tech/Small Bus	Credit
+	Goodyear, William J	Counseling Continuing Students	Credit
	Gutierrez, William E	Trade Skills	NonCredit
+	Nance, Glenn R	Human Resources	Credit
	Schwartz, Harvey	Labor Studies	NonCredit
+	Thiry, Pierre S	Computer Networking & InfoTech	Credit
	Wellin, Edith	Human Resources	Credit

G1 Fall 2003: 10

Total for G1: 10

Total Records: 10

031216 – G2
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030828-G5, Academic Employees Temporary Appts Tenure Review for the period of August 18, 2003 through December 19, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Chan, Nora			9	HCT	7716
Garcia, Diane	9	18		DMI	7742
Lamha, Carmen			9	CIS	7210
Lew, Eunice			9	ESL	7612
Thornton, Kyle	18	27		DMI	7742
Toebe, Carole			9	BIO	7224
Yim, Leslie	9	0		DMI	7742
Zlotnick, Jan			9	RN	7725

031216 – G3
Amendment to Resolution

RESOLVED: That Resolution 021121 – G4, Amendment to Resolution (Amending Resolution 021107 – G8, Amendment to Resolution and Resolution 010830 – G11, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
CHANGE FROM:			
Kuusisto, Sharon K.	Foreign Languages/Phelan	Work 86.6% Work 73.3% every Fiscal Year for 2 years Work 53.3% every Fiscal Year for 3 years	Fall 2001 through Spring 2002 Fall 2002 through Spring 2004 Fall 2004 through Spring 2007
CHANGE TO:			
Kuusisto, Sharon K.	Foreign Languages/Phelan	Work 86.6% Work 73.3% every Fiscal Year for 2 years ***Work 66.6% every Fiscal Year for 1 year*** ***Work 60% every Fiscal Year for 2 years***	Fall 2001 through Spring 2002 Fall 2002 through Spring 2004 ***Fall 2004 through Spring 2005*** ***Fall 2005 through Spring 2007***

031216 – G4
Reduced Workload Pre-Retirement Reduction

RESOLVED: That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Stewart, Barbara	ESL/Ocean	Work 60% every Fall and Spring	Spring 2004 through Fall 2013

031216 – G5
Reassignment

RESOLVED: That effective January 13, 2004 through May 26, 2004, with possibility of extension, LOUIE, LOUISE, to be temporarily reassigned (100%) workload from full-time, tenured-track academic position in ESL Department to School of International Education as a Coordinator of Institute for International Students.

CITY COLLEGE OF SAN FRANCISCO
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H1

DATE: December 16, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolution No. - 031216-H1)

BACKGROUND INFORMATION:

Resolutions 031216-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

SHARED GOVERNANCE REVIEW:

Yes:____; No: X : If yes, which
Date of

(A negative response indicateds that a review is not necessary.)

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 031216-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Grant	Division
Blair, Caroline M	Information Technology Srvcs	Telecommunications & Tech 01-02	Credit
+ Bray, Suzannah	English	CCSF-Rosenberg-Basic Skills	Credit
Burt, Tracy C	Child Dev. & Family Studies	F & KCE 03-04	Credit
+ Chen, Pearl B.	Cal Works	Calworks Program 03-04	Credit
Cox, Karen C	English	CCSF-Rosenberg-Basic Skills	Credit
+ Drucker, Ronald	Mentoring & Service Learning	Partnership for Excellence	Credit
Duckworth, Matthew D	English	CCSF-Rosenberg-Basic Skills	Credit
Goldthorpe, Jeffrey T	English	CCSF-Rosenberg-Basic Skills	Credit
Greger, Christopher K	English	CCSF-Rosenberg-Basic Skills	Credit
+ Jardim, Philip M	Biological Sciences	Vatea IIC 2003-2004	Credit
King, Elizabeth P	English	CCSF-Rosenberg-Basic Skills	Credit
Legaspi, Erlinda Espi	English	CCSF-Rosenberg-Basic Skills	Credit
Long, William Euge	Community Services	T4E-SFDHS Edgewood Training 03-05	NonCredit
+ Obenchain, Cynthia	Mentoring & Service Learning	Partnership for Excellence	Credit
Pogge, Crima B	Mentoring & Service Learning	Partnership for Excellence	Credit
Proulx, Gregory Alle	Learning Assistance	CCSF-Rosenberg-Basic Skills	Credit
Rincon, Alberta M	Health Science	The CA Endowment Welcome Back YR3	Credit
+ White, Kathleen C	Mentoring & Service Learning	Partnership for Excellence	Credit
+ Yee, Gloria	English	CCSF-Rosenberg-Basic Skills	Credit
Yuk, Winnie	Health Science	VATEA T3E Tech Prep 03-04	Credit
Zimmerman, Susan Loui	English	CCSF-Rosenberg-Basic Skills	Credit

H1 Fall 2003 21

Total for H1: 21

Total Records: 21

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: December 16, 2003 **S1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Authorization to execute a
Master Agreement by and between the
San Francisco Community College District and
the Foundation of City College of San Francisco
(Resolution No: 031216-S1)

BACKGROUND INFORMATION:

The Foundation of City College of San Francisco is a non-profit corporation established to promote and assist the educational services of City College of San Francisco. The Foundation's articles of incorporation, and its tax exempt purposes approved by the State of California and the federal Internal Revenue Service, provide that it exists to support the District. Its assets are dedicated to the District, and it has a proven track record of providing major development and fundraising support for the benefit of the District and City College of San Francisco.

In July of 1997, the District entered into a Master Agreement with the Foundation which ended June, 2000. From June, 2000 to present, both the College Development Office and the CCSF Foundation have been going through a planned reorganization. To that end, a new Dean of College Development was hired in June of 2000. She has successfully restructured the Foundation Board and Finance Committee and through the efforts of the Dean of College Development, the Chancellor and the Board of Directors, the Foundation has grown the corpus from approximately $1,000,000 to approximately $12,000,000.

Now that the Foundation Board and College Development office have been restructured, District administration is recommending that authorization be given to execute a new Master Agreement by and between the District and the CCSF Foundation. This new Master Agreement would start January 1, 2004 for and initial five-and-one half-year first term with the possibility of three subsequent five-year terms upon mutual agreement between the District and the CCSF Foundation. The recommended agreement is attached and by reference is made part of this resolution.

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That the Board authorizes to execution of the attached Master Agreement by and between the San Francisco Community College District and the Foundation of City College of San Francisco and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute all documents necessary to effectuate this resolution on behalf of the San Francisco Community College District.

Dr. Philip R. Day, Jr., Originator

MASTER AGREEMENT
BY AND BETWEEN THE
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT AND
THE FOUNDATION OF THE CITY COLLEGE OF SAN FRANCISCO

This agreement is made and entered into this 3rd day of December, 2003 by and between the San Francisco Community College District, hereinafter referred to as "District," on behalf of City College of San Francisco, and the Foundation of the City College of San Francisco, hereinafter referred to as "Foundation," an independent foundation established and operated for the purposes of supporting the District.

I Purpose

California Education Code Section 70902.B authorizes the District to enter into agreements with non-profit corporations.

The Foundation is a non-profit corporation established to promote and assist the educational services of the District, including providing support for major District capital projects. The Foundation's Articles of Incorporation, and its tax-exempt status approved by the State of California and the Internal Revenue Service, provide that it exists to support the District. Its assets are dedicated to the District, and it has a proven track record of providing major development and fundraising support for the benefit of the District.

The District desires to receive and encourage such support provided by the Foundation. Thus, the purpose of this Agreement is to establish the terms and conditions under which the District will provide space and administrative support to the Foundation, and to establish the parameters of the relations between the District and the Foundation.

II Relationship Between Foundation and District

The relationship between the Foundation and the District, as described in this Agreement, is in the capacity of independent contractors. Nothing contained in this Agreement shall be construed as establishing any relationship between the Foundation and the District as employer/employee, a partnership, a joint venture or any relationship whatsoever other than that of independent contractors.

III Use of Facilities

The Foundation shall be entitled, subject to the consent of the Chancellor of the District or his/her designee, to utilize facilities and property owned, occupied, operated and used by the District. The Foundation shall use the facilities and property only for those services and functions that are consistent with the policies, rules and regulations which have been or may be adopted by the Board of Trustees of the District.

The Foundation may utilize such facilities and property only for the purposes of:

1. Administering gifts or grants made to the Foundation and trusts of which the Foundation serves as trustee;

2. Conducting fundraising projects for the benefit of the District programs and approved by the Chancellor and /or his/her designee;
3. Conducting meeting, events, workshops and/or conferences of the Foundation Board of Directors and its authorized committees, associate groups, members, employees or volunteers; and
4 Any other authorized Foundation activity.

Permission to use any of the District facilities or equipment included in this Agreement or amendments may be reasonably withdrawn upon written notice by the Chancellor or his/her designee when the facilities are needed by the District.

IV Reimbursement for Services and Facilities

The Foundation shall, by prior agreement (Addendum A), reimburse the District for certain expenditures incurred by the District as a result of activities of the Foundation. The District shall invoice the Foundation for such expenditures, indicating items charged and the method of determining costs.

The District will provide certain services without invoice, by prior agreement (Addendum A), to the Foundation, which may include custodial and facilities maintenance services, equipment and information systems service and advice, personnel and related assistance and other similar services as from time to time are agreed upon. It is the good faith business judgment of the Board of Trustees of the District that the services and funds provided by the Foundation to the District have a fair market value far surpassing the value of the administrative services provided by the District to the Foundation under this Agreement.

V Conformance with Laws, Regulations and Policies

In the conduct, administration and performance of the functions and activities described herein, the Foundation shall, at all times, conform to all applicable laws, rules, regulations, procedures and policies.

VI Administration of Gifts and Trusts

A. The Foundation acceptance and administration of gifts, grants, scholarships, loan funds, fellowships, bequests or the equivalent that its Board of Directors may determine by resolution shall be:

 1. Consistent with the policies and welfare of the District as determined by the District's Board of Trustees or the Chancellor acting in accordance with District policy; and
 2. Of aid to the Foundation in assisting the instructional, students service and administrative programs of the District.

B. Acceptance by the Foundation of any conditional gift, bequest or contribution of personal property such as buildings, art collections, vehicles, etc. to be utilized by the District must have the approval of the Chancellor.

C. The Foundation shall maintain records that reflect the acceptance and disposition of gifts, grants, scholarships, loan funds, fellowships, bequest, trusts and the equivalent and compliance with the terms of any related instruments.

D. The Foundation may also develop alumni activities, workshops, conferences institutes and Federal projects that relate to the Purpose as stated above.

VII Signs, Fixtures and Equipment

District facilities and property shall not be altered by the Foundation in any manner without the consent of the Chancellor or his/her designee. Authorized alterations shall be at the expense of the Foundation.

During the term of this Agreement, the Foundation shall have the right to place and attach fixtures, signs and equipment in and upon facilities as authorized in writing by the Chancellor or his/her designee. Fixtures, signs and equipment so erected, placed or attached by the Foundation shall be and remain the property of the Foundation and removed therefrom by the Foundation upon termination of this Agreement.

VIII Right of Entry

The District and its authorized representatives shall have the right to enter the facilities at any reasonable time for the purpose of examination, repairs or supervision.

IX Foundation Records

The Foundation shall maintain adequate records of its activities; shall make such records available for inspection by the District upon reasonable notice; and shall submit to the District such periodic reports as may be reasonably required by the District reflecting the operations and financial status of the Foundation.

X Annual Audits

An independent CPA firm will be retained annually to audit the Foundation with the costs of that service paid by the Foundation. Such audit reports shall be supplied to the District in a timely manner following their completion.

XI Indirect Costs

If the Foundation administers a federally sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by the District for the Foundation relating to the federally sponsored project. Such reimbursement will take into consideration the District's federal indirect cost rate and the approved indirect cost allocation, if any, of the federal program award.

XII Dispensation of Earnings

Income generated by the Foundation in excess of costs and provisions for equipment, maintenance, reserves and working capital shall be used solely to benefit the District and its students. Provisions for the endowment of restricted gifts shall be established by the Board of Directors of the Foundation to insure the good stewardship and fiduciary responsibilities of the Foundation for this endowment.

XIII Distribution of Assets

Upon cessation of operations of the Foundation, the net assets of the Foundation shall be either transferred to the District or expended for the benefit of the District.

XIV Public Relations

With respect to expenditures for public relations or other purposes which would serve to augment District appropriations for the operation of the District, the Foundation may expend funds in such amount and for such purposes as are approved by the Board of Directors of the Foundation. The Foundation shall file with the Chancellor a statement of its policy on accumulation and use of public relations funds. The statement will include the policy and procedures for solicitation of funds, source of funds, purposes for which funds will be used, allowable expenditures and procedures for control.

XV Third Party Agreement by Foundation

The Foundation shall not enter into any contract that would obligate District facilities or equipment without the prior written approval of the Chancellor or his/her designee.

XVI Nonassignability

This Agreement is not assignable by the Foundation, either in whole or in part, nor shall the Foundation permit anyone else to use the described facilities or any part thereof without written permission of the Chancellor or his/her designee.

XVII Terms of Agreement

This Agreement is for a five-and-one-half-year term beginning on the first day of January, 2004 and ending on the thirtieth day of June, 2009 unless sooner terminated as herein provided. This Agreement may be terminated by either party by giving sixty (60) days written notice and may be extended for three subsequent five year terms upon mutual agreement.

XVIII Insurance

During the term of this Agreement, the Foundation shall at its own expense obtain and maintain for the Foundation and all its officers, directors, agents, employees and volunteers liability insurance in the amount of $1M each occurrence, with excess liability coverage, including standard property damage, bodily injury, personal injury, errors and omissions, advertising injury, incidental contractual and contract liability coverage.

When special events are sponsored by the Foundation, separate insurance coverage may be required by the District.

XIX Indemnification

The Foundation agrees to indemnify, defend and hold harmless the District, its officers, agents and employees from and against any and all loss, damage or liability that may be suffered or incurred by the District, its officers, agents or employees, caused by, arising out of, or in any way connected with the use of facilities or services by the Foundation in connection with this Agreement.

XX Notices

All notices, correspondence and other written communications shall be addressed and directed to the Foundation and the District, respectively, at the following addresses or at such other addresses as either party may from time to time designate in writing to the other:

Dr. Philip R. Day, Jr., Chancellor
City College of San Francisco
50 Phelan Avenue, E200
San Francisco, CA 94112

Eunice Azanni, President
The Foundation of the City College of
San Francisco
50 Phelan Avenue, S193
San Francisco, CA 94112

All notices pursuant to this Agreement shall be by United State first-class mail, postage pre-paid, or by personal delivery and shall be deemed given or rendered as of the date postmarked or delivered.

XXI Entire Understanding

This Agreement constitutes the entire understanding between the Foundation and the District with respect to the subject matter of this Agreement and supersedes all prior or contemporaneous understanding or agreements concerning this subject matter. No waiver, modification, amendment or addition to this Agreement shall be valid unless in writing and signed by both parties.

XXII Failure or Forbearance

The failure or forbearance of either party to exercise any or part of its rights or remedies with respect to alleged breaches of this Agreement by the other party shall not operate as a waiver as to any other or subsequent breach.

XXIII Governing Law

This Agreement shall be construed in accordance with the laws of the State of California applicable to agreements made and to be performed in such state.

XXIV Binding Agreement

This Agreement shall be binding upon the parties as well as their successors and assigns.

XXV Invalidity

The determination that any provision of this Agreement is invalid or unenforceable shall not invalidate the remainder of this Agreement, and this Agreement shall be construed and performed in all aspects as if such invalid or unenforceable provisions were omitted.

XXVI Counterparts

This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall be deemed a single document.

XXVII Amendments

This Agreement may be modified only in writing, signed by the parties hereto.

IN WITNESS HEREOF, this Agreement has been executed by the parties hereto as of the date first written above.

San Francisco Community College District	The Foundation of the City College of San Francisco
By: _____	By: _____
Dr. Philip R. Day, Jr., Chancellor	Eunice Azanni, President
Date: _____	Date: _____

MASTER AGREEMENT
BY AND BETWEEN THE
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT AND
THE FOUNDATION OF THE CITY COLLEGE OF SAN FRANCISCO
ADDENDUM A
REIMBURSEMENT FOR SERVICES AND FACILITIES

The purpose of this Addendum is to establish the relationship between the District and the Foundation for the use of facilities and to designate paid District personnel support for the Foundation.

A. During the term of this Agreement, the Foundation shall reimburse the District the amount of $3,500 for the first six months, payable on or before June 30, 2004 for accounting and bookkeeping services performed the previous twelve months, and such reimbursement shall increase by ten (10) percent each year in subsequent years. That is, the reimbursement shall be $7,700 for 2004-2005, $8,470 for 2005-2006, $9,317 for 2006-2007 and $10,249 for 2007-2008 and $11,274 for 2008-2009. These figures assume the accounting and bookkeeping services will remain essentially the same. If the need for these services increases due to an expansion of the scope or activities of the Foundation, a new Addendum A shall be created and signed by both the Chancellor and the President of the Foundation to adequately reflect an increase in reimbursement to the District.

B. The Dean of College Development of City College of San Francisco shall serve as the Executive Director of the Foundation to assist and direct Foundation activities. The District shall require no reimbursement of salary and benefits for this position for the term of this Agreement.

C. The District shall permit the independent CPA firm retained to audit the District to conduct the audit of the Foundation also, with the additional costs for that service to be paid by the Foundation and any conflict of interest is hereby waived.

D. The Foundation may occupy, operate and use those District facilities as determined by the Chancellor.

This Addendum to the Master Agreement By and Between the San Francisco Community College District and the Foundation of the City College of San Francisco shall provide for the stated purpose, use of facilities and District paid personnel support for five-and-one-half-years commencing of January 1, 2004 and terminating on June 30, 2009 and may be and may be extended for three subsequent five year terms upon mutual agreement. Unless a successor addendum to the Master Agreement is agreed to by the District and the Foundation, the terms and conditions of this Agreement as stated above shall terminate and all facilities occupied, operated and used by the Foundation will automatically revert to the District.

IN WITNESS HEREOF, this Addendum has been executed by the parties hereto as of the date first written above.

San Francisco Community College District

By: _____
Dr. Philip R. Day, Jr., Chancellor

Date: _____

The Foundation of the City College of San Francisco

By: _____
Eunice Azanni, President

Date: _____

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: December 16, 2003 **S2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Authorization to execute a Master Agreement by and between the San Francisco Community College District and the National Articulation and Transfer Network
(Resolution No: 031216-S2)

BACKGROUND INFORMATION:

The National Articulation and Transfer Network is a non-profit corporation established in California with a national purpose to promote and assist student success across educational levels and institutions of higher education through improved policies and practices and use of technology to support student and academic support services, especially articulation and transfer between institutions. The articles of incorporation and by-laws of the organization provide for a Board of Directors and an Executive Director for NATN, which has until recently been led by a national steering committee representing almost fifty institutions.

The City College of San Francisco has served as the charter member institution and original site of NATN's founding. CCSF has also been the recipient of the three-year seed-funding grant awarded to NATN by the U.S. Department of Education and has for two years provided office space and leadership through its Chancellor. Finally, CCSF has been the inspiration for NATN to reach out to students of color and promote their success in completing degrees and transferring from the community college to culturally-enriched baccalaureate institutions. This inspiration was manifested through the leadership and engagement of Dr. Henry Augustine, Director, African American Scholastic Programs, whose pioneering efforts on behalf of his program and students created the program model for expanding the effort on a national level.

As NATN continues its development as a national organization, CCSF has been encouraged to serve as the office location for NATN and to participate as the foremost beneficiary of NATN's academic and student support services as well as the first-user of the technology-based access system, *CollegeStepz*. The relationship between the two parties is synergistic because many of the

BOARD OF TRUSTEES
DR. ANITA GRIER, PRESIDENT • LAWRENCE WONG, ESQ., VICE PRESIDENT • DR. NATALIE BERG
JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

component programs and services of NATN have and will continue to engage CCSF personnel and students in their development and adoption. The relationship is of practical value to both parties because CCSF is the early adopter and recipient of the programs and services and their impact on the retention, graduation, and transfer success rates of students, which is the ultimate goal of NATN for all institutions. Further, the relationship is one of mutual enhancement for both parties because of the recognition that CCSF receives nationally for its engagement in NATN and the recognition that NATN receives for being based in the real-world of an individual college.

Now that it is receiving grants as a corporation and functioning under a board of directors, the Chancellor of CCSF is recommending that the relationship between NATN and CCSF be formalized and that authorization be given to execute a new Master Agreement by and between the District and the National Articulation and Transfer Network. The Master Agreement would start November 21, 2003 for an initial four and half-year term, ending June 30, 2008 with the possibility of three subsequent five-year terms upon mutual agreement between the District and the CCSF Foundation. The recommended agreement is attached and by reference is made part of this resolution.

RECOMMENDATION:

RESOLVED: That the Board authorizes the execution of the attached Master Agreement by and between the San Francisco Community College District and the National Articulation and Transfer Network and

FURTHER BE IT RESOLVED: That the President of the Board of Trustees, Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute all documents necessary to effectuate this resolution on behalf of the San Francisco Community College District.

Dr. Philip R. Day, Jr., Originator

MASTER AGREEMENT
BY AND BETWEEN THE
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT AND
THE NATIONAL ARTICULATION AND TRANSFER NETWORK

This agreement is made and entered into this 21 day of November, 2003 by and between the San Francisco Community College District, hereinafter referred to as "District," on behalf of City College of San Francisco, and then National Articulation and Transfer Network, hereinafter referred to as the "NATN," an independent foundation established and operated for the purposes of supporting the District and other postsecondary institutions around the country.

I Purpose

California Education Code Section 70902.B authorizes the District to enter into agreements with non-profit corporations.

The NATN is a non-profit corporation envisioned and established by Dr. Philip R. Day, Jr. of SFCCD to promote and assist the educational access and support services for underrepresented students across institutions and educational levels, to provide schools, colleges, universities, and other educational organizations with educational access and support services, and finally, to foster research and the development of solutions for improving educational access and student support services across institutions and educational levels. The NATN's Articles of Incorporation and its tax-exempt status have been approved by the State of California and the Internal Revenue Service.

The District desires to receive and encourage such support provided by the The NATN and to play a role in the start-up of this Foundation. Thus, the purpose of this Agreement is to establish the terms and conditions under which the District will provide space and administrative support to the NATN, and to establish the parameters of the relations between the District and the NATN.

II Relationship Between the NATN and the District

The relationship between the NATN and the District, as described in this Agreement, is in the capacity of independent contractors. Nothing contained in this Agreement shall be construed as establishing any relationship between the NATN and the District as employer/employee, a partnership, a joint venture or any relationship whatsoever other than that of independent contractors.

III Use of Facilities

The NATN shall be entitled for up to three years, subject to the consent of the Chancellor of the District or his/her designee and subject to further review at the end of three year period, to utilize facilities and property owned, occupied, operated and used by the District. The NATN shall use the facilities and property only for those services and functions that are consistent with the policies, rules and regulations which have been or may be adopted by the Board of Trustees of the District.

The NATN may utilize such facilities and property only for the purposes of:

1. Providing educational access and support services for underrepresented students across institutions and educational levels;
2. Providing schools, colleges, universities, and other educational organizations with educational access and support services; and
3. Fostering research and the development of solutions for improving educational access and student support services across institutions and educational levels; and
4. Any other authorized the NATN activity.

Permission to use any of the District facilities or equipment included in this Agreement or amendments may be reasonably withdrawn upon written notice by the Chancellor or his/her designee when the facilities are needed by the District.

IV Reimbursement for Services and Facilities

The NATN shall, by prior agreement (Addendum A), reimburse the District for certain expenditures incurred by the District as a result of activities of the NATN. The District shall invoice the NATN for such expenditures, indicating items charged and the method of determining costs.

The District will provide certain services without invoice, by prior agreement (Addendum A), to the NATN for the period specified, which may include custodial and facilities maintenance services, equipment and information systems service and advice, personnel and related assistance and other similar services as from time to time are agreed upon. It is the good faith business judgment of the Board of Trustees of the District that the services and funds provided by the NATN to the District have a fair market value far surpassing the value of the administrative services provided by the District to the NATN under this Agreement.

V Conformance with Laws, Regulations and Policies

In the conduct, administration and performance of the functions and activities described herein, the NATN shall, at all times, conform to all applicable laws, rules, regulations, procedures and policies.

VI Signs, Fixtures and Equipment

District facilities and property shall not be altered by the NATN in any manner without the consent of the Chancellor or his/her designee. Authorized alterations shall be at the expense of the NATN.

During the term of this Agreement, the NATN shall have the right to place and attach fixtures, signs and equipment in and upon facilities as authorized in writing by the Chancellor or his/her designee. Fixtures, signs and equipment so erected, placed or attached by the NATN shall be and remain the property of the NATN and removed therefrom by the NATN upon termination of this Agreement.

VII Right of Entry

The District and its authorized representatives shall have the right to enter the facilities at any reasonable time for the purpose of examination, repairs or supervision.

VIII The NATN Records

The NATN shall maintain adequate records of its activities; shall make such records available for inspection by the District upon reasonable notice.

IX Annual Audits

An independent CPA firm will be retained annually to audit the NATN with the costs of that service paid by the NATN. A copy of all audit reports shall be supplied to the District in a timely manner following their completion.

X Indirect Costs

If the NATN administers a federally sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by the District for the NATN relating to the federally sponsored project and within the levels of permitted by the funding source. Such reimbursement will take into consideration the District's federal indirect cost rate and the approved indirect cost allocation, if any, of the federal program award.

XI Dispensation of Earnings

Income generated by the NATN in excess of costs and provisions for equipment, maintenance, reserves and working capital shall be used solely to support the purposes for which the NATN was established.

XII Distribution of Assets

Upon cessation of operations of the NATN, at any time during the period of this agreement, the net assets of the NATN shall be transferred to the District.

XIII Third Party Agreements

The NATN shall not enter into any contract that would obligate District facilities or equipment without the prior written approval of the Chancellor or his/her designee.

XIV Nonassignability

This Agreement is not assignable by the NATN, either in whole or in part, nor shall the NATN permit anyone else to use the described facilities or any part thereof without written permission of the Chancellor or his/her designee.

XV Terms of Agreement

This Agreement is for a five-year term beginning on the twenty-first day of November, 2003 and ending on the thirtieth day of June, 2008 unless sooner terminated as herein provided. The Agreement may be renewed for three additional five-year terms upon mutual agreement. This Agreement may be terminated by either party by giving sixty (60) days written notice.

XVI Insurance

During the term of this Agreement, the NATN shall at its own expense obtain and maintain for the NATN and all its officers, directors, agents, employees and volunteers liability insurance in the amount of $1M each occurrence, with excess liability coverage, including standard property damage, bodily injury, personal injury, errors and omissions, advertising injury, incidental contractual and contract liability coverage.

When special events are sponsored by the NATN, separate insurance coverage may be required by the District.

XVII Indemnification

The NATN agrees to indemnify, defend and hold harmless the District, its officers, agents and employees from and against any and all loss, damage or liability that may be suffered or incurred by the District, its officers, agents or employees, caused by, arising out of, or in any way connected with the use of facilities or services by the NATN in connection with this Agreement.

XVIII Notices

All notices, correspondence and other written communications shall be addressed and directed to NATN and the District, respectively, at the following addresses or at such other addresses as either party may from time to time designate in writing to the other:

President of the Board of Trustees
City College of San Francisco
50 Phelan Avenue, E200
San Francisco, CA 94112

Dr. Philip R. Day, Jr., President
NATN
50 Phelan Avenue, Room E 208
San Francisco, CA 94112

All notices pursuant to this Agreement shall be by United State first-class mail, postage pre-paid, or by personal delivery and shall be deemed given or rendered as of the date postmarked or delivered.

XIX Entire Understanding

This Agreement constitutes the entire understanding between the NATN and the District with respect to the subject matter of this Agreement and supersedes all prior or contemporaneous understanding or

agreements concerning this subject matter. No waiver, modification, amendment or addition to this Agreement shall be valid unless in writing and signed by both parties.

XX Failure or Forbearance

The failure or forbearance of either party to exercise any or part of its rights or remedies with respect to alleged breaches of this Agreement by the other party shall not operate as a waiver as to any other or subsequent breach.

XXI Governing Law

This Agreement shall be construed in accordance with the laws of the State of California applicable to agreements made and to be performed in such state.

XXII Binding Agreement

This Agreement shall be binding upon the parties as well as their successors and assigns.

XXIII Invalidity

The determination that any provision of this Agreement is invalid or unenforceable shall not invalidate the remainder of this Agreement, and this Agreement shall be construed and performed in all aspects as if such invalid or unenforceable provisions were omitted.

XXIV Counterparts

This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall be deemed a single document.

XXV Amendments

This Agreement may be modified only in writing, signed by the parties hereto.

IN WITNESS HEREOF, this Agreement has been executed by the parties hereto as of the date first written above.

:

San Francisco Community College District	The National Articulation and Transfer Network
By: _____	By: _____
Dr. Anita Grier, President CCSF Board of Trustees	Dr. Philip R. Day, Jr., President
Date: _____	Date: _____

MASTER AGREEMENT
BY AND BETWEEN THE
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT AND
THE NATIONAL ARTICULATION AND TRANSFER NETWORK
ADDENDUM A
REIMBURSEMENT FOR SERVICES AND FACILITIES

The purpose of this Addendum is to establish the relationship between the District and the NATN for the use of facilities and to designate paid District personnel support for the Foundation.

A. During the term of this Agreement, the NATN shall not be required to reimburse the District for accounting support services for the first year starting November 21, 2003 through June 30th, 2004. Thereafter, the NATN shall reimburse the District the amount of $7,000 for the first year, payable on or before June 30, 2005 for accounting and bookkeeping services performed during the previous twelve months, and such reimbursement shall increase by ten (10) percent each year in subsequent years through June 30, 2008 unless there are indirect cost or other funds from grants or other sources available for such reimbursement at a higher level.. That is, the reimbursement for accounting services shall be no less than $7,700 for 2005-2006, $8,470 for 2006-2007, and $9,317 for 2006-2008.

 No reimbursement for administrative support services shall be required by the District for the first year starting November 21, 2003 through June 30th, 2004. Thereafter, the NATN shall reimburse the District 75% of the actual salary and benefits of any District administrative support personnel, other than accountants, payable on or before June 30, 2005 for services performed during the previous twelve months unless there are indirect cost or other funds from grants or other sources available fur such reimbursement at a higher level.

B. The Chancellor of City College of San Francisco shall serve as the incorporator and initial Executive Director of the NATN to assist and direct the NATN activities. The District shall require no reimbursement of salary and benefits for this position for the term of this Agreement.

C. The District shall permit the independent CPA firm retained to audit the District to conduct the audit of the NATN and the additional costs for that service will be paid by the NATN.

D. The NATN may occupy, operate and use those District facilities as determined by the Chancellor.

This Addendum to the Master Agreement By and Between the San Francisco Community College District and the National Articulation and Transfer Network shall provide for the stated purpose, use of facilities and District paid personnel support for five years commencing of November 21, 2003, terminating on June 30, 2008, and renewable for three additional five-year terms upon mutual agreement. Unless a successor addendum to the Master Agreement is agreed to by the District and the NATN, the terms and conditions of this Agreement as stated above shall terminate and all facilities occupied, operated and used by the NATN will automatically revert to the District.

IN WITNESS HEREOF, this Addendum has been executed by the parties hereto as of the date first written above.

San Francisco Community College District

By: _____
Dr. Anita Grier, President

Date: _____

The National Articulation and Transfer Network

By: _____
Dr. Philip R. Day, Jr., President

Date: _____

DATE: December 16, 2003

FOR INFORMATION ONLY
NO ACTION NECESSARY

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Report on construction contracts under $15,000, and construction related professional services under $10,000 Office of Facilities Planning, City College of San Francisco (031216-FIO)

BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than $15,000, and Resolution No. 000622-S3 regarding construction related professional services that are no more than $10,000 and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Comarco Wireless Technologies** (Non-SLBE) – Call Box Upgrade, Ocean Ave Campus. Provide additional required materials and extended warranty to upgrade four non-functioning wireless call boxes at various locations on the Ocean Avenue Campus. Contract Order, $7,148.29, funded by 1997 General Obligation Bond Fund.

2. **Meridian Survey** (Non-SLBE) – Survey of Health & Wellness Site, Ocean Ave Campus. Provide more detail to a survey previously done by Meridian as a part of the Master Planning project as requested by the District and Health & Wellness Center architects. Contract Order, $9,200, funded by 2001 General Obligation Bond Fund.

Originator: Peter Goldstein
w/ David Liggett

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between November 20, 2003 and December 18, 2003, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, November 20, 2003 – December 18, 2003.

Grants involving less than $500,000 and less than a $50,000 cash match:

Walter and Elise Haas, Jr. Fund – CCSF's School of Health and P.E. received funds from the Walter and Elise Haas, Jr. Fund to develop a CNA to LVN transition course curriculum. The award is in the amount not to exceed $10,000 for the period of November 18, 2003 – November 17, 2004.

Linda Squires Grohe, Originator

The California Wellness Foundation – CCSF's School of Health and P.E. received funds from The California Wellness Foundation to develop a CNA to LVN transition course curriculum. The award is in the amount not to exceed $10,000 for the period of November 1, 2003 – October 31, 2004.

Linda Squires Grohe, Originator

Rosenberg Foundation – The CCSF Foundation received a gift from the Rosenberg Foundation to support interventions focused on basic skills and to augment funding for library services. The amount of the award is not to exceed $229,000 for the period of August 29, 2003 until funds are expended.

Kathleen Sullivan Alioto, Originator

California Articulation Number (CAN) System – CCSF recently received a State Budget Appropriation for the California Articulation Number System program via the State Chancellor's Office. These funds are to be used in direct support of CAN-related activities and other articulation efforts sanctioned by the CAN System Office. Specifically, the funds must be used to support and maintain existing articulation, or to stimulate new articulation efforts, such as expanded participation in the CAN system. The award is in the amount not to exceed $5,000 and must be used or encumbered before June, 30, 2004.

Brian Ellison, Originator

The Orfalea Family Foundation - The Orfalea Family Foundation has awarded the CCSF Foundation additional funds in the amount of $2,059.00. These funds will benefit CCSF's Child Development and Family Studies Department, Orfalea Family Centers, Full-Day State Preschool Programs at the John Adams and Ocean Avenue Campuses for a field trip to the Discovery Museum located in Sausalito, California. Additional information can be found in Resolutions 010831-S4, 020530-B13, 020627-B18, & 020926-FIO.

Lawrence C. Klein, Originator

United Way of the Bay Area – CCSF's Department of Child Development and Family Studies received funds from the United Way of the Bay Area to provide leadership development activities to emerging Early Care and Education leaders. Activities include a retreat, a dinner/lectures series, and a final evaluation session. The award is in the amount not to exceed $60,000 for the period November 1, 2003 through October 31, 2004.

Lawrence C. Klein, Originator

Grant-funded contracts involving less than $50,000:

CCSF Office of Financial Aid/EdShare Grant – CCSF's Office of Financial Aid will contract with AppWorx to provide a three-day training on AppWorx 5.1 Advanced Integration for Programmers and Developers. This training is part of a grant-funded project supported by EdFund's EdShare award to CCSF to create a tracking system that will reduce the default rate of Stafford loan recipients exiting the College. The contract is in the amount not to exceed $11,250 for the period of December 1, 2003 – June 30, 2004.

Jorge Bell, Originator

CCSF DSPS Program – CCSF's DSPS program will increase the cap on contracts with individual interpreters for the deaf from $25,000 to $35,000, as the original amount has not been sufficient for hiring such interpreters. Additional information can be found in Resolution 011220-B16.

Lawrence C. Klein, Originator

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contract activity November and December 2003, City College of San Francisco

This report is for information only on City College of San Francisco contract activity, November and December 2003.

Contracts involving less than $50,000:

SAG Co. – Contract total $20,000, term November 18, 2003 to June 30, 2004, for providing 100 hours of training workshops and seminar presentations to several delegations from China.

Meitetus Travel Co. – Contract total $4,398, term December 1, 2003 to December 2, 2003, for providing a one and one-half day "Pharmacy Technician" training program to students from Tokyo College of Japan.

Originator: Judy Teng

AMENDED 12/10/03 Notice

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS

Auditorium

33 Gough Street
San Francisco

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12-15-03A09:44 RCVD

Tuesday, December 16, 2003

Open Session - 6:00 p.m.

I.	Roll Call
II.	Pledge of Allegiance
III.	Approval of Minutes Regular Meeting Minutes – November 20, 2003
IV.	Adoption of Resolutions Agenda
V.	Approval of Consent Agenda Items as Listed
VI.	Special Presentations
VII.	Monthly Financial Report – James Kendrix & Peter Goldstein
VIII.	Action on Other Resolutions Agenda Items
IX.	Report from Constituent Groups

- Academic Senate - David Yee, President
- Associated Students - Greg Turnage, President – Ocean Avenue Campus
- Classified Senate - Rose Vela, President

X.	Board of Trustees' Report
XII.	Chancellor and Staff Reports
XIII.	Closed Session Announcements - Legal Counsel Ronald Lee
XIV.	Requests to Speak

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XV. Adjournment

FINANCE

GENERAL FUND

NONE AT THIS TIME

CAPITAL OUTLAY

B1 - Authorization be and is hereby given for approval to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for a total contract cost of $30,000 for the period January 1, 2004 through December 31, 2004 *c

B2 - Authorization to approve a construction change order(s) to CDX Builders Inc. which causes the total of all change orders to exceed 10% of the original contract price Renovation of Visual Arts, Creative Arts and Horticulture Buildings at the Ocean Avenue Campus

B3 - Authorization to approve a construction change order(s) to Alpha Bay Builders Inc. which causes the total of all change orders to exceed 10% of the original contract price Construction of New Tennis Court Bleachers – Ocean Avenue Campus

GRANTS/CONTRACTS

B4 - Authorization be given to conduct excursions to Florence, Italy, Fall 2004 and Spring 2005, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students. *c

B5 - Authorization be given to conduct excursions to Paris, France, Fall 2004 and Spring 2005, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students. *c

B6 - Authorization be given to contract with Stephanie Atwood for special services and transitional assistance to the District in the continued advancement and expansion of the Office of College Development for a total contract cost not to exceed $35,000 for the period January 5, 2004 through May 31, 2004 *c

B7 - Authorization to approve Grants/Contracts *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

OTHER

B8 - Authorization to enter into a Memorandum of Understanding with Asian Inc for the development of replacement housing related to the creation of the New Chinatown Campus and to allocate $1,750,000 in funds for the creation of such housing

Capital Outlay (con't)

B9 - Authorization to Amend Special Services Contract – Cervantes Design Associates / Kendall Young Associates by $3 million for Mission Campus Project (Architects)

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

C2 - Procurement of equipment, supplies, services, etc., $3,000 or more *c

C3 - Acceptance of Gifts *c

HUMAN RESOURCES

F1 - Appointment of a Non-Educational Administrator *c

G1-5 - Academic Employees, Credit Program, District Funded *c

H1 - Academic Employees, Credit Program, Categorically Funded *c

SPECIAL

S1 - Authorization to execute a Master Agreement by and between the San Francisco Community College District and the Foundation of City College of San Francisco

S2 - Authorization to execute a Master Agreement by and between the San Francisco Community College District and the National Articulation and Transfer Network

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: January 29, 2004
China town/North Beach Campus
940 Filbert Street

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 16, 2003 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to approve a construction change order(s) to CDX Builders Inc. which causes the total of all change orders to exceed 10% of the original contract price
Renovation of Visual Arts, Creative Arts and Horticulture Buildings at the Ocean Avenue Campus
(Resolution No. 031216-B2)

BACKGROUND INFORMATION:

Project: Renovation of the Visual Arts, Creative Arts and Horticulture Buildings at the Ocean Avenue Campus

The Board of Trustees on May 29, 2003 (Resolution 030529-B13) authorized the District to enter into a contract with CDX Builders, Inc. (Contractor) in the amount of $1,288,000 to construct renovation of the Visual Arts, Creative Arts and Horticulture Buildings at the Ocean Avenue Campus (Project). Additionally at that time, the Board authorized the execution of construction change orders in accordance with Public Code 20659 provided that such change orders amounted to no more than a 10% variation from the original contract amount.

The District to date has approved change orders to the contract in the amount of $126,018 which equals approximately 10% of the original contract value. District staff has determined that the Project requires additional work and that a change order(s) be issued to the Contractor to perform this additional change order work. The issuing of this change order(s) would cause the total of all change orders on the Project to exceed ten percent (10%) of the original contract amount.

Issuing this additional change order(s) to the Contractor would: avoid a significant inconvenience to the students, faculty and staff; lead to a higher quality project than if completed and then torn apart to perform the additional work; avoid substantial delays to the project and interference with the District's ability to use classroom space for the Spring 2004 Semester; and obtain an end result that could cost more under separate contracting.

California case law, including *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631, states that there are circumstances under which competitive bidding for additional construction work would not be in the public interest and would not be advantageous to the Project: "Where competitive proposals work an incongruity and are unavailing as affecting the final result, or where competitive proposals do not produce any advantage, or where it is

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practically impossible to obtain what is required and observe such form, competitive bidding is not applicable."

A prompt resolution of this matter is critical to ensuring that the classrooms are adequately prepared for the Spring 2004 Semester.

WHEREAS: It would be contrary to the purposes of the competitive bidding laws to advertise and take competitive bids for the work which is the subject of the proposed Change Order(s) and the proposed Change Order(s) could not be foreseen and would not constitute an act of favoritism, improvidence or extravagance, fraud or corruption and Issuing the proposed Change Order(s) would prevent the waste of public funds and obtain the best economic result for the public.

SHARED GOVERNANCE REVIEW:

Yes ___; No __X__; if yes, which committee: _____

Date of Review: _____

(A negative response indicates that a review is not necessary)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to execute the attached Change Order(s), Exhibit "A" in the amount of $_____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: December 16, 2003 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to approve a construction change order(s) to Alpha Bay Builders Inc. which causes the total of all change orders to exceed 10% of the original contract price Construction of New Tennis Court Bleachers – Ocean Avenue Campus
(Resolution No. 031216-B3)

BACKGROUND INFORMATION:

Project: Construction of new Tennis Court Bleachers – Ocean Avenue Campus

The Board of Trustees on April 24, 2003 (Resolution 030424-B4) authorized the District to enter into a contract with Alpha Bay Builders, Inc. (Contractor) in the amount of $176,000 to construct new tennis court bleachers at the Ocean Avenue Campus (Project). Additionally at that time, the Board authorized the execution of construction change orders in accordance with Public Code 20659 provided that such change orders amounted to no more than a 10% variation from the original contract amount.

The District to date has approved change orders to the contract in the amount of $17,347 which equals approximately 10% of the original contract value District staff has determined that the Project requires additional work and that a change order(s) be issued to the Contractor to perform this additional change order work. The issuing of this change order(s) would cause the total of all change orders on the Project to exceed ten percent (10%) of the original contract amount.

Issuing this additional change order(s) to the Contractor would: avoid a significant inconvenience to the students, faculty and staff; lead to a higher quality project than if completed and then torn apart to perform the additional work; avoid a substantial delay to the project and interference with the District's ability to use the bleachers for instructional and spectator purposes for the Spring 2004 Semester; and obtain an end result that could cost more under separate contracting.

California case law, including *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631, states that there are circumstances under which competitive bidding for additional construction work would not be in the public interest and would not be advantageous to the Project: "Where competitive proposals work an incongruity and are unavailing as affecting the final result, or where competitive proposals do not produce any advantage, or where it is

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practically impossible to obtain what is required and observe such form, competitive bidding is not applicable."

A prompt resolution of this matter is critical to ensuring that the bleachers are adequately prepared for the Spring 2004 Semester.

WHEREAS: It would be contrary to the purposes of the competitive bidding laws to advertise and take competitive bids for the work which is the subject of the proposed Change Order(s) and the proposed Change Order(s) could not be foreseen and would not constitute an act of favoritism, improvidence or extravagance, fraud or corruption and Issuing the proposed Change Order(s) would prevent the waste of public funds and obtain the best economic result for the public.

SHARED GOVERNANCE REVIEW:

Yes ___; No __X__; if yes, which committee: _____

Date of Review: _____

(A negative response indicates that a review is not necessary)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to execute the attached Change Order(s), Exhibit "A" in the amount of $25,380.77, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

Attachment A

Change Order 03

CHANGE ORDER

Distribution:
OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: **Ocean Campus: Tennis Courts**
50 Phelan Ave., N. Gym
San Francisco, CA

TO (Contractor): **Alpha Bay Builders, Inc.**
1962 47th Avenue
San Francisco, CA 94116

CHANGE ORDER NUMBER: 3

INITIATION DATE: May 19 2003
PROJECT NO: 420663
CONTRACT AMOUNT: $ 176,000.00
CONTRACT DATE: April 25, 2003
NOTICE TO PROCEED DATE: May 19, 2003
TIME OF WORK (calendar days): 45

You are directed to make the following changes in this Contract:

ITEM	COP	Initiated By	Description	Reason		Amount
3.01	PCO #6	D	Install Irrigation System	User requested to install irrigation system for future landscape	$	4,533.26
3.02	PCO #9	D	Remove (E) Footing and Metal Post at base of bleachers	Existing condition and not part of the original bid package	$	3,346.29
3.03	PCO #11	D	Remove (E) Tree Stump at Irrigation System area.	Existing condition and not part of the original bid package	$	1,905.94
3.04	PCO #12	D	Remove (E) Tree Stump at east ramp	Existing condition and not part of the original bid package	$	931.59
3.05	PCO #14	D	Provide A/C Paving at Bleachers Base	A/C paving for "positive drainage" away from tennis courts	$	596.01
3.06	PCO #15	D	Relocate Sprinkler Head	Existing condition and not part of the original bid package	$	338.55
3.07	PCO #16	D	Install Wood Curb Prevent Soil from Sliding	Existing condition and not part of the original bid package	$	797.44
3.08	PCO #17	D	Unstable soil conditions, rocks, concrete during drilling	Existing condition and not part of the original bid package	$	12,049.34
3.09	PCO #18	A	Install Wheel Guardrail at W. Ramp	Missing in the documents	$	882.35

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	$	176,000.00
Net change by previously authorized Change Orders	$	17,346.74
The Contract Sum prior to this Change Order was	$	193,346.74
The Contract Sum will be increased by this Change Order	$	25,380.77
The new Contract Sum including this Change Order will be	$	218,727.51
The Contract Time will be increased by	Calendar Days	
The Sum of Previous Contract Time changes	Calendar Days	

The Date of Substantial Completion for this Project as of the date of this Change Order therefore is:

The performance and payment bonds required by the contract are for 100% of the current contract amount. The contractor shall increase the amount of these bonds to the amount shown above on receipt of this fully executed change order.
The performance and payment bonds required by the contract are for 100 Authorized:

Chad Hamilton, AIA	Alex Belz	City College of San Francisco
ARCHITECT	CONTRACTOR	OWNER
Hamilton + Aitken, Architects	Alpha Bay Builders, Inc.	David Liggett, Director, Facilities Planning
Address	Address	Address
525 Brannan Street, Suite-400	1962 47th Avenue	50 Phelan Avenue, B-601
San Francisco, CA 94107	San Francisco, CA 94116	San Francisco, CA 94112
BY _____	BY _____	BY _____
DATE _____	DATE _____	DATE _____

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AMENDED 12/9/03

DATE: December 16, 2003 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT**
Authorization to Award Special Services Contract - Stephanie Atwood
(Resolution No. 031216 – B6)

BACKGROUND INFORMATION:

Project: Downtown Campus, Educated Palate, Capital Campaign

In September 2003, the Board of Trustees adopted Resolution 030925-B9 authorizing the District to contract with Stephanie Atwood for special services and advice to assist the District in the advancement and expansion of the Office of College Development and the CCSF Foundation for the period October 1, 2003 through December 30, 2003. While procuring these services on a contract basis fulfills the Office of College Development's short term needs, the department is seeking to transition this function to an employee of either the District or the Foundation during the Spring 2004 semester.

Resolution No. 031216 – B6 is an authorization to extend the contract with Stephanie Atwood for the period January 5, 2004 through May 31, 2004, to provide transitional assistance to the District in the expansion of the Office of College Development and the CCSF Foundation. Ms. Atwood's duties will also include temporarily performing the duties formerly held by Karen Grant, Senior Management Assistant.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Stephanie Atwood for special services and transitional assistance to the District in the continued advancement and expansion of the Office of College Development for a total contract cost not to exceed **$35,000** for the period January 5, 2004 through May 31, 2004.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Kathleen Alioto, Originator

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STEPHANIE K. ATWOOD, M.A.

525 Crestlake Drive, San Francisco, CA 94132
(415) 682-8819
E-mail: atwood@ALTBInternational.com or satwoodok@yahoo.com

OBJECTIVE: Multicultural, communications specialist with extensive international experience seeks position as Program Director – salaried or on a consulting/contract basis.

SUMMARY: Academic and business professional can develop programs, coordinate meetings, facilitate fundraising campaigns, motivate staff, manage calendars, arrange special events, and collaborate with a variety of people and situations. While extremely capable of working independently, this creative consultant possesses teamwork, leadership, and public relations skills. Her award winning public speaking ability, extensive international experience, and social discretion allow her to work well with a diversity of people in a cooperative, efficient, and results oriented manner.

RELEVANT EXPERIENCE:

Executive Assistant to the Director of Development
Current contract to provide special services and advice to the District and expansion for the Office of Development at City College of San Francisco.

Executive Director of the Sierra County Arts Council
Initiated public relations measures and profitable fundraising concepts to create community awareness and increased revenues. Successfully collaborated with state, federal, and county political entities; increased office efficiency through technology, and staff/volunteer management; created successful annual campaigns, and higher visibility for the organization.

Consulting
Independent consultant on business and communication issues. Clients included: University of Nevada, Reno, Sierra College, Pro-Net, California State Employment Development Dept., Golden Job Sierra Job Training, Nevada Micro-enterprise Initiative, and Dept. of Rehabilitation.

Outstanding Communicator/Public Relations
Master's Degree in Communication with emphasis on cross-cultural considerations and diversity issues in organizations. Award winning public speaker with television and live appearances throughout the USA, including Chicago, San Francisco, Seattle, Atlanta, and New York City. Freelance newspaper columnist. Created newsletters, brochures, press releases and other business pieces utilizing Pagemaker and Microsoft Word.

International /Entrepreneurial Spirit
More than twenty years of international business experience in Japan, Greece, Nepal, Switzerland, Austria, and Mexico. Communicated in local languages.

Facilitation and Collaboration
Outstanding listening skills and cultural awareness. Group facilitation and consensus management ability. Keenly aware of the importance of customer service and discretion in business.

Computers
Broad based computer knowledge of PC and Macintosh including MS Office, PageMaker, PowerPoint, Excel, QuickBooks, Filemaker Pro, Access, Peachtree Accounting

EDUCATION:

- M.A. Communications/Speech, University of Nevada Reno, 2001
- B.A Experiential Education, San Francisco State/New College of California
- Extensive Business Training and Teaching focusing on Global Business

EMPLOYMENT HISTORY:

- **Founder, President, Consultant**
 At Last The Best! International Business Consulting, 1997 – present
 Including contracts with: The Workforce Connection, Sierra College, Nevada Micro-enterprise Initiative, Department of Rehabilitation, Employment Training Network
- **Executive Director/Program Coordinator**
 Sierra County Arts Council – 2 years
- **Founder and Coordinator of International Program Development, Customer Service, Marketing/PR, Office Administration**
 Guides For All Seasons – International Tours, 15 years
- **Senior Field Director/Leadership and Team Development**
 Outward Bound, Minnesota, Texas, California, Oregon, Washington, British Columbia, and Germany, 8 years

CERTIFICATION, AFFILIATIONS, and AVOCATIONS:

- Sierra Nevada Human Resources Association
- Toastmaster's International Vice President Education and Advanced Speaker
- American Society of Training and Development
- Competitive runner and member, US Track and Field Association
- Pioneering, international female mountaineer and rock climber
- International Association of Business Communicators

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ADDITION 12/5/03
TABLED FROM 11/20/03 BOARD MEETING

DATE: November 20, 2003 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to enter into a Memorandum of Understanding with Asian Inc for the development of replacement housing related to the creation of the New Chinatown Campus and to allocate $1,750,000 in funds for the creation of such housing (Resolution No. 031120- B8)

BACKGROUND INFORMATION:
In 1998, as required by the California Environmental Quality Act, the Board of Trustees adopted a final Environmental Impact Report (EIR) for the development of a permanent new Chinatown Campus on Columbus Avenue. As a result of the environmental review process, the College agreed to provide replacement housing in the Chinatown/North Beach area for the 21 units of housing stock currently in the Fong Building, and listed three possible methods for replacing this housing stock: contributing funds to a construction project administered by another organization, including housing on the site of the new campus, or constructing new housing by the District elsewhere in the Chinatown/North Beach Area. After consulting with the project architects the administration has concluded that including housing on the site of the new campus is not feasible. Consequently the College has actively sought out partners who would accept a financial contribution from the College for a housing development project that could replace the housing stock from the Fong Building at a new location in the Chinatown/North Beach area.

This month, the College completed successful and cooperative negotiations with Asian Inc. to form a partnership for the development of housing in Chinatown on the "YMCA site" on Sacramento Street. The College will contribute $1.75 million to a project that will result in the creation of twenty-four units of new affordable housing. The College's financial participation in this project would thereby fulfill the College's commitment to replace the housing stock demolished for the purpose of creating the new campus. The College's payment will come from a combination of two sources; interest earned on the College's 2001 general obligation bonds and funds available in the College's Chinatown Relocation Fund.

As the attached copy of the MOU indicates, Asian Inc has agreed to give first preference for the new housing units at the YMCA site to households displaced by the College as a result of the creation of the new Chinatown/North Beach Campus.

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization is given to enter into a Memorandum of Understanding with Asian Inc for the development of replacement housing necessitated by the creation of the New Chinatown Campus and to allocate $1,750,000 in funds from a combination of sources; interest earned on the College's 1997 and 2001 general obligation bonds and funds available in the College's Chinatown Relocation Fund, for the creation of such housing thereby fulfilling the College's commitment to replace the housing stock demolished for the purpose of creating the new Chinatown/North Beach Campus, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

MEMORANDUM OF UNDERSTANDING
BETWEEN
ASIAN, INC.
AND
COMMUNITY COLLEGE DISTRICT OF SAN FRANCISCO

COPY

This Memorandum of Understanding ("MOU") is entered into this 5th day of November, 2003 by and between Asian, Inc., a California nonprofit public benefit corporation ("Asian, Inc.") and the San Francisco Community College District (a "College") with reference to the following facts:

A. College is in the process of constructing a new consolidated campus to be located at Columbus and Washington Avenues in the Northbeach/ Chinatown area of San Francisco. The College has acquired certain properties for the new campus, one building of which include residential units. As a result of the construction of the new campus the College will displace 18 households. The College has committed to make all efforts possible to provide affordable replacement housing for the 18 households to be displaced as a result of construction of the new campus.

B. Asian, Inc., is a nonprofit that among other things develops and operates affordable housing developments in San Francisco. Asian, Inc., currently is working on a proposed affordable housing development in coordination with the entitlement and permitting requirements of the reconstructed and rehabilitated Chinatown YMCA facility, a project funded by the Chinatown YMCA and the Metropolitan YMCA, to be located at 855 Sacramento Street on the property occupied by the Chinatown YMCA ("Chinatown YMCA Apartments"). Pursuant to the terms of this MOU, Asian, Inc has agreed to give a first preference to households displaced by the College in the occupancy of the Chinatown YMCA Apartments in return for the College contributing funds to the development of the Chinatown YMCA Apartments.

C. This MOU sets forth the parties understandings regarding the development and operation of the Chinatown YMCA Apartments and the obligation of the College to provide funding to Asian Inc to be used for the Chinatown YMCA Apartments.

NOW, THEREFORE, for valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. Development of Chinatown YMCA Apartments. Asian, Inc shall be solely responsible for the development and operation of the Chinatown YMCA Apartments, which shall consist of at least 24 units of housing available for occupancy to low and very low-income households on or before December 31, 2006. In order to accomplish development of the Chinatown YMCA Apartments, Asian, Inc. shall complete the following tasks in accordance with a schedule to be agreed upon by the parties and set forth in the loan agreement referred to in Section 2.. Failure of Asian, Inc. to complete any of the tasks set forth below within the times agreed to by the parties is

grounds for termination of this MOU and for the College to cease to provide any funding required pursuant to this MOU.

(a) Site Control. Following execution of this MOU, Asian Inc., shall provide the College with evidence of site control of 855 Sacramento Street. Site control can be evidenced by a grant deed, a fully executed lease for a term of not less than 55 years, or an option agreement in a form approved by the College.

(b) Tax Credit Application. Asian, Inc. shall submit an application for an allocation of Low Income Housing Tax Credits to the California Tax Credit Committee not later than the deadline for the 2004 application round. Asian, Inc. shall provide the College with a copy of the application package at the time the application is submitted to TCAC.

(c) Entitlements. Asian, Inc. shall obtain all necessary land use approvals and permits for the construction of the Chinatown YMCA Apartments, other than a building permit by a date to be agreed upon by the parties.

(d) Financing. Asian, Inc shall provide the College with evidence of financing commitments, including an allocation of Low Income Housing Tax Credits, sufficient to construct the Chinatown YMCA Apartments. The evidence of financing shall include commitment letters from lenders containing only those conditions typical for similar transactions, evidence of sufficient equity and other sources of funds sufficient to cover all of the cost of acquisition and construction, including soft costs.

(e) Commencement of Construction. Asian, Inc. shall commence construction of the Chinatown YMCA Apartments on a date mutually agreed upon between the Chinatown YMCA and Asian, Inc., but in no event no later than June 30, 2005.

(f) Completion of Construction. Asian, Inc., shall complete construction of the Chinatown YMCA Apartments no later than December 31, 2006.

2. College Funds. The College shall provide to Asian, Inc. funds in the amount of One Million Seven Hundred Fifty Thousand Dollars ($1,750,000) (the "College District Funds") in accordance with the provisions of this MOU. Asian, Inc. shall use the College District funds exclusively for predevelopment and development costs associated with the Chinatown YMCA Apartments. The College District Funds shall be provided to Asian, Inc. pursuant to a loan agreement between Asian, Inc. and the College. The Loan Agreement shall provide for disbursement of the College District Funds for predevelopment and development costs upon presentation of invoices or other evidence from Asian, Inc. of costs incurred. Upon satisfaction of the requirements set forth in paragraphs 1(a), (b) and 1(c) the College District Funds loan shall be secured by a deed of trust on the property, subordinate to the other financing obtained by Asian, Inc. for the development of the Chinatown YMCA Apartments. Upon completion of

construction of the Chinatown YMCA Apartments and occupancy in accordance with the schedule set forth in this Agreement, the College shall convert the loan of the College District Funds to an unsecured loan on terms to be agreed upon by the parties.

3. First Preference for College District Displacees. To the maximum extent allowed under federal, State and local fair housing laws, Asian, Inc., shall give a first preference in occupancy of the Chinatown YMCA Apartments to qualified tenants who were displaced by the College. The College and Asian, Inc., shall establish a Tenant Selection Committee for the marketing and selection of tenants at the Chinatown YMCA Apartments consisting of representatives of the College and Asian, Inc. The Tenant Selection Committee shall identify and document the needs of potential tenants who qualify for the first preference for displaces from the College property and shall work to ensure that the College District displacees receive the first preference in occupancy of the Chinatown YMCA Apartments. In the event any lender providing financing for the Chinatown YMCA Apartments refuses to allow Asian, Inc. to implement the First Preference for College District Displacees, Asian, Inc. will provide the College with such information and provide the College with the opportunity to meet with the lender to discuss the first preference.

4. Communication. Communications between the Parties shall occur frequently and on a regular basis and each Party shall endeavor to keep the other informed, on a timely basis, of all significant events affecting the development of the Chinatown YMCA Apartments. Asian, Inc. shall provide the College with written quarterly progress reports on the development of the Chinatown YMCA apartments.

5. Termination. Either Party may terminate this MOU upon giving the other Party one hundred twenty (120) days prior written notice, provided, however, upon receipt of a notice of termination from either party, the College shall be under no further obligations to provide additional College District Fund pursuant to the Loan Agreement. In the event this MOU is terminated prior to the completion of construction of the Chinatown YMCA Apartments, the College District Funds shall remain a loan with repayment to occur pursuant to the terms of the Loan Agreement.

6. Notices. Formal notices and communications between the Parties shall be sufficient given if, and shall not be deemed given unless, dispatched, with a delivery receipt, by (1) certified mail, (ii) express overnight courier, or (iii) personal delivery to the principal office of the appropriate Party as follows:

Asian, Inc.,

College: Community College District of San Francisco

7. Assignment. Neither Party shall assign its interest in this MOU in whole or in part without the prior written consent of the other Party, nor shall any assignment without consent be valid.

8. Authority. The Parties represent that their respective Boards of Directors have adopted resolutions authorizing the execution of this MOU, and that the person executing the MOU on behalf of the respective party is duly authorized to do so.

9. Entire Agreement. This Agreement shall constitute the only and entire agreement between the parties and shall supercede all other agreements both oral and written. Any proposed amendments thereto must be made in writing and executed by each individual Party.

ASIAN, INC., a California nonprofit public benefit corporation

By: _____
Harold T. Yee, President

Date: 5 Nov 03

Community College District of San Francisco

By: _____
Peter Goldstein
Vice Chancellor
Finance & Administration

Date: 11/5/03

Subject to Board Approval

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

ADDITION 12/10/2003

Date: December 16, 2003 **B9**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Amend Special Services Contract – Cervantes Design Associates / Kendall Young Associates by $3 million for Mission Campus Project (Architects) (Resolution No. 031216-B9)

BACKGROUND INFORMATION:

The Board of Trustees authorized the District's contract with Cervantes Design Associates / Kendall Young Associates on January 27, 2000 (Resolution 0001227-B8). Authorization was for an initial fee of $650,000 for the Architects to complete only preliminary plan phase services. The Board of Trustees, subsequently, authorized six (6) contract modifications to explore alternative designs for the Mission Street Site and to complete a new design for the Bartlett Street Site. Modifications to date bring the current contract authorization to $1,403,450, but did not authorize work beyond the preliminary planning phase of the project.

The Architects have now completed the preliminary design phase services to the District's satisfaction. This resolution would authorize the expenditure of $3 million in additional fees to the Architect to complete the next phases of service under the current Contract, construction document phase (preparation of all working drawings) and bid administration phase services. The proposed fees are calculated in accordance with the Contract and are reasonable and comparable to the fees being paid to all Architects currently performing services for the District. It is critical to authorize these additional fees for the Architects to allow the project to continue and to meet the District's proposed schedule for the project.

This contract will be paid with funds from Proposition A 2001 General Obligation Bonds and from State Capital Outlay Funds.

RECOMMENDATION:

RESOLVED: That authorization be and is hereby given to amend the special services contract with Cervantes Design Associates / Kendall Young Associates to increase the present contract amount by an additional $3,000,000 for the Architects to provide construction document phase and bid administration phase services for a new total contract cost not to exceed $4,403,450.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

BOARD OF TRUSTEES
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